



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 23rd APRIL 2019 AT LONGSTANTON VILLAGE INSTITUTE AT 7.30PM**

Those Present Cllr McPhater (Chairman), Cllr delaMare-Lyon, Cllr Sinclair, Cllr Burns, Cllr Ness
Parish Clerk Mrs Libby White
Members 6 **Vacancy** 0 **(Quorum 3)** **Parishioners** 0

19-20/1 To Receive and Approve Apologies for Absence

Apologies were received and accepted from: Cllr Street (personal)

19-20/2 Councillors' Declarations of Interest for items on agenda

Declarations of interest from Councillors on items on the agenda: None

Requests to Speak: No requests received to speak on any items as declared above.

To receive requests for dispensations: None

Grant of dispensations: None

19-20/3 Open Forum for Public Participation (10min)

None

19-20/4 Approval of Minutes

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** that the minutes of 26th March 2019 be approved and signed.

**CARRIED
1 abstention**

19-20/5 Clerk's Report (for information only)

- The External Auditors have sent through the documentation for the completion of the audit. It must also be noted that Longstanton has been chosen as part of the 5% which need to complete an Intermediate Audit.

Cllr Ness arrived at 7:38pm

19-20/6 Journals

It was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the Journals as presented by the Clerk be approved and signed.

19-20/7 Card Payment Solutions

Bearing in mind the charges now being incurred by the council from the bank for payments into the account the Clerk presented information researched into potential card payment solutions for times when payments are received.

After discussion it was **proposed** by Cllr Sinclair, seconded by Cllr delaMare-Lyon and **RESOLVED** by a unanimous vote that SumUp be purchased for card payments with a long-term aim where the social/community group has its own account and runs the event from 2020.

19-20/8 CCLA

It was **proposed** by Cllr Burns, seconded by Cllr Ness and **RESOLVED** by a unanimous vote that the Redemption Form be completed in the sum of £4,500.00 to transfer funds from the CCLA Current account to the Unity Current Account.

Action: Clerk to send completed form to CCLA.

19-20/9 Bank Reconciliation

Bank statements were provided for bank accounts as at 31st March 2019 and the bank account monies stood at:

| | |
|--------------------------|-------------|
| Current Account | £2,261.89 |
| Home Farm Bank Account | £176,467.21 |
| Section 106 Bank Account | £3,621.14 |
| Optimum Pre-Paid Card | £277.93 |
| CCLA Current Account | £190,315.00 |
| CCLA Home Farm Account | £100,000.00 |

| | |
|--------------------------|--------------------|
| CCLA Section 106 Account | £60,000.00 |
| CCLA Reserves Account | <u>£75,000.00</u> |
| | £607,943.17 |

It was **proposed** by Cllr Burns, seconded by Cllr delaMare-Lyon and **RESOLVED** by a unanimous vote that the bank reconciliations for the month of March be approved and signed.

19-20/10 Approval of Payments

It was **noted** that Cllr Burns and Cllr delaMare-Lyon attended prior to the meeting and double checked the figures on invoices were correct and that the payments have been set up accurately.

It was **proposed** by Cllr Burns, seconded by Cllr delaMare-Lyon and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £7,401.68 are approved and paid. Online payments to be authorised by Cllr delaMare-Lyon and Cllr Sinclair.

Action: *Cllrs delaMare-Lyon and Cllr Sinclair to authorise online payments.*

19-20/11 To Note Monies Received

Members **noted** monies received since the March meeting as listed below.

| Ref | Paid by | Description | Amount | Account | Stmt |
|---------|------------|-------------------|---------|-----------|------|
| R18/184 | Unity Bank | Interest Received | £ 3.53 | S106 | 59 |
| R18/185 | Unity Bank | Interest Received | £175.07 | Home Farm | 59 |

19-20/12 2018/19 Budget

The budget as at 31st March 2019 was discussed and it was

19-20/13 Reports

It was **noted** that reports were circulated via email prior to the meeting.

19-20/14 Date of Next Meeting

Tuesday 21st May 2019

There being no further business, the meeting closed at 8.26pm.

Signed:
Chairman
Date:

Appendix 1 – 23rd April 2019 – item 19-20/10

| Ref | Supplier | Inv No. | Inv Date | Cost Description | Account | Pymt Method | Net | Vat | Total | Notes | |
|------------------|---------------------------------------|--------------|-----------|---|---------------|-------------|----------|-----------------|---------------|-----------------|--|
| | | | | | | | £ | £ | £ | | |
| 19/001 | Longstanton Post Office | | 06-Apr-19 | 1st Class Postage | Optimum | Card | 7.42 | 0.00 | 7.42 | | |
| 19/002 | South Cambridgeshire District Council | | 11-Mar-19 | Non-Domestic Rates - Bowling Green | For Info Only | N/A | 0.00 | 0.00 | 0.00 | | |
| 19/003 | South Cambridgeshire District Council | | 11-Mar-19 | Non-Domestic Rates - Cemetery 1 of 2 | Current | DD | 61.75 | 0.00 | 61.75 | | |
| 19/004 | South Cambridgeshire District Council | | 11-Mar-19 | Non-Domestic Rates - Office 1 of 10 | Current | DD | 107.38 | 0.00 | 107.38 | | |
| 19/005 | Cambridge Water | 9064 7064 53 | 14-Mar-19 | Cemetery Water Sep 18 - Mar 19 | Current | DD | 17.48 | 0.00 | 17.48 | | |
| 19/006 | E.on | H170020A0F | 01-Apr-19 | Village Green Electric | Current | DD | 7.78 | 0.39 | 8.17 | | |
| 19/007 | Nest | | | April Pension Contributions | Current | DD | 129.40 | 0.00 | 129.40 | | |
| Sub Total | | | | | | | | 331.21 | 0.39 | 331.60 | |
| 19/008 | | | | | | | | | | | |
| 19/009 | Staff Costs | | | April Staff Costs | Current | BACS | 1,941.00 | 0.00 | 1,941.00 | | |
| 19/010 | | | | | | | | | | | |
| 19/011 | Fire Safety Management Services | 22047 | 28-Mar-19 | Pavilion Fire Risk Assessment | Current | BACS | 325.00 | 0.00 | 325.00 | | |
| 19/012 | GDL Services | 925 | 29-Mar-19 | Litter Picking March 2019 | Current | BACS | 115.00 | 0.00 | 115.00 | | |
| 19/013 | GDL Services | 926 | 30-Mar-19 | Village Maintenance | Current | BACS | 393.61 | 0.00 | 393.61 | | |
| 19/014 | South Cambridgeshire District Council | 80004927 | 01-Apr-19 | Trade Waste Apr 19 - Mar 20 | Current | BACS | 455.00 | 0.00 | 455.00 | | |
| 19/015 | Longstanton Village Institute | 100927 | 03-Apr-19 | March Hall Hire & Office Rental | Current | BACS | 541.67 | 0.00 | 541.67 | | |
| 19/016 | Brookfield Groundcare | 12086 | 03-Apr-19 | Home Farm Grass Cutting 1 of 10 | Current* | BACS | 540.00 | 108.00 | 648.00 | | |
| 19/017 | Brookfield Groundcare | 12087 | 03-Apr-19 | Village Grass Cutting 1 of 10 | Current | BACS | 990.00 | 198.00 | 1,188.00 | | |
| 19/018 | PlayMaintain Limited | 567 | 07-Feb-19 | Quarterly Playground Inspection (r'cvd 15/4/19) | Current | BACS | 83.00 | 16.60 | 99.60 | | |
| 19/019 | Birketts LLP | 599903 | 04-Apr-19 | Advice for PC in respect to Merging charities | Current | BACS | 1,136.00 | 227.20 | 1,363.20 | | |
| Sub Total | | | | | | | | 6,520.28 | 549.80 | 7,070.08 | |
| TOTAL | | | | | | | | 6,851.49 | 550.19 | 7,401.68 | |

Key:
DD = Direct Debit
BACS = online payment
Chq = cheque

Transfers

| Description | From | To | Amount | |
|--------------------------------|--------------|---------|-------------------|---|
| T19/001 Current Account Top Up | CCLA Current | Current | £ 4,500.00 | Transfer to be discussed under item 19/20-6 |
| T19/002 Optimum Card Top Up | Current | Optimum | £ 29.49 | |
| T19/003 Home Farm Maintenance | Home Farm | Current | £ 540.00 | |
| | | | £ 5,069.49 | |

Longstanton Parish Council confirmed eligibility and adopted the General Power of Competence on 9th May 2016, reconfirmed on 14th May 2018. All decisions are taken using that power unless otherwise stated and paid for accordingly.