



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON THURSDAY 18th OCTOBER 2018 AT LONGSTANTON VILLAGE INSTITUTE AT 7.31PM

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

18-19/71 To Receive and Approve Apologies for Absence

Apologies were received and accepted from Cllr Street (personal)

18-19/72 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

18-19/73 Open Forum for Public Participation (10min)

None

18-19/74 Approval of Minutes

It was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** that the minutes of the 25th September 2018 be signed as a true record of the meeting.

18-19/75 Clerk's Report (for information only)

- Correspondence has been received from Rialtas Software confirming the rates for next year which can be used when budgeting for 2019/20.
- Since writing the meeting papers, James Ryan Thornhill Limited have confirmed that they have reviewed all documentation. They will provide the report upon receipt of payment though invoice received was too late to be included in the payment run for this evening.

18-19/76 CCLA

It was **proposed** by Cllr Burns, seconded by Cllr Ms Ness and **RESOLVED** by a unanimous vote that the Subscription Form be completed in the sum of £35,000 to transfer funds from the Unity Current account to the CCLA Current Account.

Action: Clerk to send completed form to CCLA

18-19/77 Bank Reconciliation

Bank were provided for bank accounts as at 30th September 2018:

Current Account	£49,393.68
Home Farm Bank Account	£178,593.53
Section 106 Bank Account	£3,395.75
Optimum Pre-Paid Card	£338.29
CCLA Current Account	£194,815.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£661,536.25

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

18-19/78 Approval of Payments

It was **noted** that Cllr Burns and Cllr delaMare-Lyon 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 Ms Ness and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £7,896.98 are approved and paid. Online payments to be authorised by Cllr Ms Ness and Cllr Burns.

Action: Cllrs Ness and Cllr Burns to authorise online payments.

18-19/79 To Note Monies Received

Members noted money received since the September meeting has been as follows:

Ref	Paid by	Description	Amount	Account	Stmt
R18/144	Jar Jar Drinks South Cambridgeshire	Pavilion Rent	£ 375.00	Current	93
R18/145	District Council	Precept 2 of 2	£ 51,614.00	Current	93
R18/146	Co-Operative Memorials	Burial Ground - Memorial Permit	£ 105.00	Current	93
R18/147	Unity Bank Interest	Interest Received	£ 2.78	S106	53
R18/148	Unity Bank Interest	Interest Received	£ 148.30	Home Farm	53
R18/149	Friends of St Michaels	Printing	£ 5.90	Current	93
R18/150	CCLA	Dividend - Reserves Account	£ 38.92	Current	93
R18/151	CCLA	Dividend - Current Account	£ 101.01	Current	93
R18/152	CCLA	Dividend - S106 Account	£ 31.19	S106	53
R18/153	CCLA	Dividend - Home Farm Account	£ 51.86	Home Farm	53

18-19/80 2019/20 Budget

Item was moved before item 74.

Cllr Sinclair presented the budget he had prepared for 2019/20. Cllr Sinclair will provide an overview for the next council meeting (12th November) and present some proposals for consideration.

Cllr Sinclair left the meeting at 7.56pm.

18-19/81 Reports

It was noted that reports were circulated via email prior to the meeting. The Clerk noted that the nominal code for Northstowe is being work on.

Action: Clerk to set up nominal code

18-19/82 Date of Next Meeting


Tuesday 20th November 2018

There being no further business, the meeting closed at 8.42pm.

Signed:

Chairman

Date:


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20 Nov 2018
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Appendix 1 – 18th October 2018 – item 18-19/78

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £	Notes
18/142	Microsoft Office			Office 365 Annual Charge	Optimum	Card	66.66	13.33	79.99	Paid
18/143	Longstanton Post Office			Postage	Optimum	Card	2.97	0.00	2.97	Paid
18/144	Unity Bank			Service Charge	Current	DD	33.15		33.15	
18/145	BT			To be credited Charges	Current	DD	46.32		46.32	
18/146	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 7 of 10	Current	DD	98.00	0.00	98.00	
18/147	Nest			October Pension Contributions	Current	DD	81.33	0.00	81.33	
							328.43	13.33	341.76	
18/148	October Salary Costs			October Salary Costs	Current	BACS	1,977.22		1,977.22	
18/149										
18/150										
18/151	Cambridgeshire ACRE	6364	23-Sep-18	Payroll Charges	Current	BACS	45.00	9.00	54.00	
18/152	Longstanton Village Institute	100809	28-Sep-18	Hall Hire & Office Rental Charges	Current	BACS	471.67	0.00	471.67	
18/153	Longstanton Village Institute	100810	28-Sep-18	Planning Meeting Hall Hire Charges	Current	BACS	30.00	0.00	30.00	
18/154	Pear Technology	121566	28-Sep-18	Mapping Software Annual Charges	Current	BACS	225.00	45.00	270.00	
18/155	Miracle Design & Play Limited	11453	28-Sep-18	Replacement Part for Junior Multi-Play	Current	BACS	38.79	7.76	46.55	
18/156	GDL Services	892	30-Sep-18	Litter Collection September	Current	BACS	145.00	0.00	145.00	
18/157	Playmaintain Limited	526	02-Oct-18	Quarterly Playground Inspection	Current	BACS	71.10	14.22	85.32	
18/158	Birketts	574469	02-Oct-18	Advice on Charity merger	Current	BACS	435.00	87.00	522.00	
18/159	Louise Everitt	1	03-Oct-18	Design of Community Led Questionnaire	Current	BACS	130.00	0.00	130.00	
18/160	Brookfield Groundcare	11922	03-Oct-18	Village Grass Cutting 7 of 10	Current	BACS	990.00	198.00	1,188.00	
18/161	Brookfield Groundcare	11923	03-Oct-18	Home Farm Maintenance 7 of 10	Current*	BACS	530.00	106.00	636.00	
18/162	Brookfield Groundcare	11924	03-Oct-18	Village Verges 7 of 8	Current	BACS	500.00	100.00	600.00	
18/163	CAPALC	1103	08-Oct-18	Councillor Training	Current	BACS	75.00	0.00	75.00	
18/164	Relate Cambridge			Donation towards work carried out locally	Current	BACS	500.00	0.00	500.00	S.137
18/165	XmasDirect	XS00231155	10-Oct-18	Northstowe Christmas Lights	Current	BACS	687.05	137.41	824.46	
							6,850.83	704.39	7,555.22	
							7,179.26	717.72	7,896.98	

Transfers Description	From	To	Amount
T18/014 * Home Farm Maintenance	Home Farm	Current	£ 530.00
			£ 530.00

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.

~18/23~