



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 21st MAY 2019 AT LONGSTANTON VILLAGE INSTITUTE AT 7.42PM

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

19-20/15 To Receive and Approve Apologies for Absence

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

19-20/16 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

19-20/17 Open Forum for Public Participation (10min)

None

19-20/18 Approval of Minutes

It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and **RESOLVED** that the minutes of 23rd April 2019 be approved and signed.

CARRIED
1 abstention

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

- Documents for the external audit have been completed and sent to PKF Littlejohn.
- The VAT Return has been completed and sent to HMRC. LPC is due a refund of £8,940.76.
- Accounts will be available for the public to view, by appointment, between 3rd June and 12th July.
- The new Omega finance software has been ordered and will be installed on 26th and 27th June 2019.
- A request has gone to two new cllrs asking for specific details to enable signatories to be updated. This stems from the decision made at the Annual Meeting on 13th May 2019.

19-20/20 Journals

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

CARRIED
1 abstention

19-20/21 CCLA

It was **proposed** by Cllr Sinclair, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that the Subscription Form be completed in the sum of £38,000.00 to transfer funds to the CCLA Current account from the Unity Current Account.

Action: Clerk to send completed form to CCLA.

19-20/22 Bank Reconciliation

Bank statements were provided for bank accounts as at 30th April 2019 and the bank account monies stood at:

Current Account	£49,636.18
Home Farm Bank Account	£175,990.14
Section 106 Bank Account	£3,658.90
Optimum Pre-Paid Card	£160.89
CCLA Current Account	£185,815.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00



CCLA Reserves Account

£75,000.00

£650,261.11

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

19-20/23 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 £9,389.74 are approved and paid, noting that there was an error on the spreadsheet noting the incorrect sum for TalkTalk which should have been £39.02 and that Jar Jar Drinks be approached to ask that the invoice be netted off the money the owe the council. Online payments to be authorised by Cllr Burns and Cllr Sinclair.

The Clerk noted the invoice for the parking signs had been received as approved at the Annual Meeting on 13th May. The invoice and payment has been authorised and will be noted on the next month's payment list as paid.

Action: Cllr Burns and Cllr Sinclair to authorise online payments.

19-20/24 To Note Monies Received

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

Ref	Paid by	Description	Amount £	Account	Stmt
R19/001	CCLA	Dividend - Current Account	122.31	Current	99
R19/002	CCLA	Dividend - Reserves Account	47.18	Current	99
R19/003	CCLA	Dividend - S106 Account	37.76	S106	59
R19/004	CCLA	Dividend - Home Farm Account	62.93	Home Farm	59
R19/005	Jar Jar Drinks	Pavilion Rent - Dec 18	375.00	Current	100
R19/006	South Cambs District Council	Precept - 1 of 2	49,434.50	Current	100
R19/007	Longstanton Village Institute	Recharges 2018/19	59.97	Current	100
R19/008	CCLA	Dividend - Current Account	128.65	Current	100
R19/009	CCLA	Dividend - Reserves Account	50.94	Current	100
R19/010	Jar Jar Drinks	Part payment - Insurance	100.00	Current	100
R19/011	CCLA	Dividend - Home Farm Account	67.95	Home Farm	60
R19/012	CCLA	Dividend - S106 Account	40.77	S106	60

19-20/25 Reports

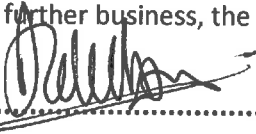
It was **noted** that reports were circulated via email prior to the meeting.

19-20/26 Date of Next Meeting

Tuesday 25th June 2019

There being no further business, the meeting closed at 8.12pm.

Signed:
Chairman
Date:



 25 JUNE 2019



Appendix 1 – 21st May 2019 – item 19-20/23

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £
19/020	TalkTalk	19450059	18 Mar-19	Telephone and Internet	Current	DD	32.52	6.50	39.02
19/021	Amazon	91592017	18-Apr-19	Faux Leather Desk Mat	Optimum	Card	8.32	1.67	9.99
19/022	Executive Retail Ltd	2019-8250	18-Apr-19	Book of Condolence	Optimum	Card	22.49	4.50	26.99
19/023	Hong Li	#2019/4/17	18-Apr-19	Black Arm Bands	Optimum	Card	5.59	1.40	6.99
19/024	Love Tablecloths		18-Apr-19	Black Table Cloth	Optimum	Card	13.50	2.70	16.20
19/025	SumUp	445253	24-Apr-19	Sum Up Card Payment Machine	Optimum	Card	19.00	3.80	22.80
19/026	Tesco		29-Apr-19	Refreshments for Annual Parish Meeting	Optimum	Card	56.14	0.00	56.14
19/027	South Cambridgeshire District Council		11-Mar-19	Non-Domestic Rates - Cemetery 2 of 2	Current	DD	61.00	0.00	61.00
19/028	South Cambridgeshire District Council		11-Mar-19	Non-Domestic Rates - Office 2 of 10	Current	DD	104.00	0.00	104.00
19/029	E.on	H171D95C80	01-May-19	Village Green Electric	Current	DD	7.53	0.38	7.91
19/030	Nest			May Pension Contributions	Current	DD	129.40	0.00	129.40
Sub Total							459.49	20.95	480.44
19/031	May Staff Costs			May Staff Costs	Current	BACS	1,938.75	0.00	1,938.75
19/032	May Staff Costs			May Staff Costs	Current	BACS	51.00	10.20	61.20
19/033	May Staff Costs			May Staff Costs	Current	BACS	83.00	16.60	99.60
19/034	Jar Jar Drinks Limited	122	30-Mar-19	Refreshments for Litter Pick	Current	BACS	36.85	7.37	44.22
19/035	PlayMaintain Limited	596	23-Apr-19	Playground Inspections	Current	BACS	140.00	0.00	140.00
19/036	ESPO	5231292	23-Apr-19	Stationery	Current	BACS	433.95	0.00	433.95
19/037	GDL Services	928	29-Apr-19	Litter Picking - April	Current	BACS	56.95	0.00	56.95
19/038	Longstanton Village Institute	100944	30-Apr-19	April Hall Hire & Office Rental	Current	BACS	670.16	0.00	670.16
19/039	Cambridgeshire County Council	423000776780	30-Apr-19	Equipment Hire for Youth Club	Current	BACS	937.50	187.50	1,125.00
19/040	CAPALC			Affiliation Fee & DPO Fee	Current	BACS	1,293.47	0.00	1,293.47
19/041	Keystone Marketing Limited	SI-1415522	30-Apr-19	Community Survey Presentation	Current	BACS	990.00	198.00	1,188.00
19/042	Zurich Municipal		30-Apr-19	2019-2020 Parish Council Insurance	Current	BACS	540.00	108.00	648.00
19/043	Brookfield Groundcare	12128	03-May-19	Village Grass Cutting 2 of 10	Current	BACS	500.00	100.00	600.00
19/044	Brookfield Groundcare	12129	03-May-19	Home Farm Grass Cutting 2 of 10	Current*	BACS	156.30	31.26	187.56
19/045	Brookfield Groundcare	12130	03-May-19	Village Verges 1 of 8	Current	BACS	124.25	0.00	124.25
19/046	Seton	9302954351	03-May-19	Fire Safety Equipment and Signs (Pavilion)	Current	BACS			
19/047	Canalbs Ltd	306	04-May-19	2nd Part Internal Audit 2018/19	Current	BACS			

19/048	ESPO	5245133	07-May-19	Stationery	BACS	19.25	3.85	23.10
19/049	CCVS	17/1256	07-May-19	Annual Membership 2019/20	BACS	60.00	0.00	60.00
19/050	CAPALC	1267	08-May-19	Locum Clerk Services	BACS	229.70	0.00	229.70
19/051	NALC			LCR Magazine Subscription	BACS	17.00	0.00	17.00
Sub Total						8,278.13	662.78	8,940.91
TOTAL						8,737.62	683.73	9,421.35

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

Transfers

Description	From	To	Amount
T19/004 CCLA Subscription	Current	CCLA Current	£38,000.00
T19/005 Optimum Card Top Up	Current	Optimum	£139.11
T19/006 Home Farm Maintenance	Home Farm	Current	£540.00
			£38,679.11

Transfer to be discussed under item 19/20-21

Longstanton Parish Council confirmed eligibility and adopted the General Power of Competence on 9th May 2016, reconfirmed on 13th May 2019. All decisions are taken using that power unless otherwise stated and paid for accordingly.

