



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 25TH JUNE 2019 AT LONGSTANTON VILLAGE INSTITUTE AT 7.32PM

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

19-20/27 **To Receive and Approve Apologies for Absence**

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

19-20/28 **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

19-20/29 **Open Forum for Public Participation (10min)**

None

19-20/30 **Approval of Minutes**

It was **proposed** by Cllr Sinclair, seconded by Cllr Owen and **RESOLVED** that the minutes of 21st May 2019 be approved and signed.

1 abstention

19-20/31 **Clerk's Report (for information only)**

- The new Omega finance software has been installed on the PC laptop and training is being completed on 26th and 27th June 2019.
- No Financial Report this month as the software has been changed and the Clerk is unable to download any reports to help put the report together.

19-20/32 **Bank Accounts**

Cllr Sinclair had suggested that due to improved reporting and management of reserves and earmarked reserves, it may be prudent to reduce the number of bank accounts, therefore reducing work for the Clerk and Councillors.

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the suggestion of the merging accounts be taken to full council in September 2019 and raise the investment into the Property Fund.

19-20/33 **Bank Reconciliation**

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

Current Account	£13,802.03
Home Farm Bank Account	£175,518.09
Section 106 Bank Account	£3,699.67
Sum Up	£413.89
Optimum Pre-Paid Card	£292.58
CCLA Current Account	£223,815.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£652,541.26

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

19-20/34 **Approval of Payments**

It was **noted** that Cllr Burns and Cllr Owen 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 Owen, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £10,070.35 are approved and paid. Online payments to be authorised by Cllr Sinclair and Cllr Burns.

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

19-20/35 To Note Monies Received

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

Ref	Paid by	Description	Amount	Account	Stmt
R19/013	OAC19-11	Cinema Tickets	£ 48.00	SumUp	1
R19/014	Jar Jar Drinks	Part payment - Insurance	£ 100.00	Current	101
R19/015	OAC19-18	Cinema Tickets	£ 46.00	Current	101
R19/016	OAC19-03	Cinema Tickets	£ 14.00	Current	101
R19/017	OAC19-24	Cinema Tickets	£ 28.00	Current	101
R19/018	OAC19-07	Cinema Tickets	£ 14.00	Current	101
R19/019	OAC19-04	Cinema Tickets	£ 14.00	Current	101
R19/020	OAC19-01	Cinema Tickets	£ 18.00	Current	101
R19/021	OAC19-19	Cinema Tickets	£ 30.00	Current	101
R19/022	OAC19-23	Cinema Tickets	£ 24.00	Current	101
R19/023	OAC19-17	Cinema Tickets	£ 33.00	Current	101
R19/024	OAC19-12	Cinema Tickets	£ 23.00	Current	101
R19/025	OAC19-09	Cinema Tickets	£ 12.00	Current	101
R19/026	OAC19-10	Cinema Tickets	£ 12.00	Current	101
R19/027	OAC19-25	Cinema Tickets	£ 32.00	Current	101
R19/028	OAC19-28	Cinema Tickets	£ 28.00	Current	101
R19/029	OAC19-13	Cinema Tickets	£ 42.00	Current	101
R19/030	OAC19-14	Cinema Tickets	£ 68.00	Current	101
R19/031	OAC19-35	Cinema Tickets	£ 14.00	Current	101
R19/032	OAC19-06	Cinema Tickets	£ 14.00	Current	101
R19/033	OAC19-05	Cinema Tickets	£ 46.00	Current	101
R19/034	OAC19-22	Cinema Tickets	£ 29.00	Current	101
R19/035	OAC19-27	Cinema Tickets	£ 17.00	Current	101
R19/036	OAC19-20	Cinema Tickets	£ 54.00	Current	101
R19/037	OAC19-30	Cinema Tickets	£ 24.00	SumUp	1
R19/038	OAC19-08	Cinema Tickets	£ 14.00	Current	101
R19/039	Resident	2 x Burial Plots	£ 525.00	Current	101
R19/040	OAC19-34	Cinema Tickets	£ 28.00	Current	101
R19/041	OAC19-15	Cinema Tickets	£ 29.00	SumUp	1
R19/042	OAC19-21	Cinema Tickets	£ 16.00	SumUp	1
R19/043	OAC19-26	Cinema Tickets	£ 34.00	SumUp	1
R19/044	OAC19-40	Cinema Tickets	£ 19.00	SumUp	1
R19/045	OAC19-37	Cinema Tickets	£ 27.00	Current	101
R19/046	OAC19-38	Cinema Tickets	£ 12.00	Current	101
R19/047	Jar Jar Drinks	Part payment - outstanding invoices	£ 100.00	Current	101
R19/048	OAC19-16	Cinema Tickets	£ 22.00	SumUp	1
R19/049	OAC19-33	Cinema Tickets	£ 26.00	SumUp	1
R19/050	OAC19-36	Cinema Tickets	£ 32.00	Current	101
R19/051	OAC19-39	Cinema Tickets	£ 24.00	Current	101
R19/052	OAC19-43	Cinema Tickets	£ 24.00	Current	101
R19/053	OAC19-42	Cinema Tickets	£ 14.00	Current	101
R19/054	OAC19-45	Cinema Tickets	£ 38.00	SumUp	1
R19/055	OAC19-31	Cinema Tickets	£ 14.00	SumUp	1



R19/056	OAC19-32	Cinema Tickets	£	12.00	SumUp	1
R19/057	OAC19-47	Cinema Tickets	£	38.00	SumUp	1
R19/058	OAC19-41	Cinema Tickets	£	26.00	Current	101
R19/059	Jar Jar Drinks	Pavilion Rent - May 19	£	375.00	Current	101
R19/060	OAC19-66	Cinema Tickets	£	21.00	Current	101
R19/061	OAC19-49	Cinema Tickets	£	29.00	Current	101
R19/062	OAC19-46	Cinema Tickets	£	16.00	Current	101
R19/063	OAC19-51	Cinema Tickets	£	14.00	Current	101
R19/064	Jar Jar Drinks	Part payment - outstanding invoices	£	125.00	Current	101
R19/065	OAC19-48	Cinema Tickets	£	52.00	SumUp	1
R19/066	OAC19-50	Cinema Tickets	£	17.00	SumUp	1
R19/067	OAC19-29	Cinema Tickets	£	24.00	Current	101
R19/068	CCLA	Dividend - Home Farm Account	£	64.89	Home Farm	61
R19/069	CCLA	Dividend - S106 Account	£	38.90	S106	61
R19/070	HMRC	VAT Refund	£	8,946.85	Current	101
R19/071	CCLA	Dividend - Current Account	£	126.96	Current	102
R19/072	CCLA	Dividend - Reserves Account	£	48.67	Current	102

19-20/36 Reports

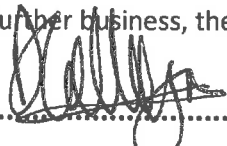
It was noted that reports were circulated via email prior to the meeting.

19-20/37 Date of Next Meeting

Tuesday 23rd July 2019

There being no further business, the meeting closed at 8.11pm.

Signed:
Chairman
Date:


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23 July 2019
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Appendix 1 – 25th June 2019 – item 19-20/34

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net		Vat		Total	
							£		£		£	
19/052	SumUp		31-May-19	Card Merchant Fees	SumUp	DD	7.11		0.00		7.11	
19/053	Longstanton Post office		31-May-19	1st Class Postage	Optimum	Card	7.42		0.00		7.42	
19/054	TalkTalk Business		18-Apr-19	Telephone and Broadband	Current	DD	32.45		6.49		38.94	
19/055	Resident			Refund of Cinema Tickets	Current	300770	28.00		0.00		28.00	
19/056	South Cambridgeshire District Council		11-Mar-19	Non-Domestic Rates - Office 3 of 10	Current	DD	104.00		0.00		104.00	
19/057	E.on	H173BD718E	01-Jun-19	Village Green Electric	Current	DD	7.78		0.39		8.17	
19/058	Nest			June Pension Contributions	Current	DD	129.40		0.00		129.40	
19/059	Churchill	Pro Forma 3473	13-Jun-19	Security for Cinema	Current	BACS	600.00		120.00		720.00	
19/082	Glendining Signs Limited	1088375	16-May-19	Parking Signs	Current	BACS	322.08		64.41		386.49	
Sub Total							1,238.24		191.29		1,043.04	
19/060												
19/061	June Salary Costs			June Salary Costs	Current	BACS	1,935.15		0.00		1,935.15	
19/062												
19/063	Play Inspection Company	36001	09-May-19	Annual Playground Inspection	Current	BACS	200.00		40.00		240.00	
19/064	xIPress	21446	20-May-19	Cinema Tickets	Current	BACS	96.00		19.20		115.20	
19/065	SLCC	12811	23-May-19	50% Community Governance Training	Current	BACS	1,470.00		294.00		1,764.00	
19/066	Birketts	612156	30-May-19	Prof Charges for Charity Advice	Current	BACS	421.00		84.20		505.20	
19/067	Konica Minolta	1144556412	30-May-19	Photocopier copy charges Feb-May 19	Current	BACS	102.12		20.42		122.54	
19/068	Konica Minolta	1144555707	30-May-19	Lease of Photocopier May-Aug 19	Current	BACS	100.32		20.06		120.38	
19/069	Longstanton Village Institute	100964	31-May-19	May Hire charges	Current	BACS	505.98		0.00		505.98	
19/070	xIPress	21539	31-May-19	Annual Report 2019	Current	BACS	108.00		0.00		108.00	
19/071	GDL Services	937	31-May-19	May Litter Picking	Current	BACS	175.00		0.00		175.00	
19/072	Red Shoes Accounting Services	3596	13-Jun-19	Quarterly Payroll Charges	Current	BACS	45.00		9.00		54.00	
19/073	Brookfield Groundcare	12165	05-Jun-19	Village Grass Cutting 3 of 10	Current	BACS	990.00		198.00		1,188.00	
19/074	Brookfield Groundcare	12166	05-Jun-19	Home Farm Grass Cutting 3 of 10	Current*	BACS	540.00		108.00		648.00	
19/075	Brookfield Groundcare	12167	05-Jun-19	Village Verges 2 of 8	Current	BACS	500.00		100.00		600.00	
19/076	xIPress	21589	06-Jun-19	Big Weekend Leaflet	Current	BACS	92.00		0.00		92.00	
19/077	LC Electrical	4689	13-Jun-19	Electrical Inspection at Pavilion	Current	BACS	700.00		140.00		840.00	
19/078	AR Aspinall & Sons Limited	A1579015	11-Jun-19	Sand for Parking Signs	Current	BACS	10.22		2.04		12.26	
19/079	AR Aspinall & Sons Limited	CD409226	18-Jun-19	CREDIT for returned sand	Current	BACS	-7.67		-1.53		-9.20	

19/080	AR Aspinall & Sons Limited	A1579496	18-Jun-19	Kiln Dried Sand for parking signs	Current	BACS	4.50	0.90	5.40
19/081	AR Aspinall & Sons Limited		18-Jun-19	Kiln Dried Sand for parking signs	Current	BACS	4.50	0.90	5.40
Sub Total							7,992.12	1,035.19	9,027.31
TOTAL							9,230.36	1,226.48	10,070.35

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

Transfers

Description	From	To	Amount
T19/007 Card Receipts	Sum Up	Current	413.89
T19/008 Home Farm Maintenance	Home Farm	Current	£540.00
			£953.89

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.