



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 17th DECEMBER 2019 AT LONGSTANTON VILLAGE HALL AT 8.05PM**

Those Present Cllr delaMare-Lyon (Chairman), Cllr McPhater, Cllr Owen
Parish Clerk Mrs Libby White CertHE PSLCC
Members 5 **Vacancy** 1 **(Quorum 3)** **Parishioners** 0

19-20/96 To Receive and Approve Apologies for Absence

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

19-20/97 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

19-20/98 Open Forum for Public Participation (10min)

None

19-20/99 Approval of Minutes

It was **proposed** by Cllr McPhater, seconded by Cllr delaMare-Lyon and **RESOLVED** that the minutes of 25th November 2019 be approved and signed.

19-20/100 Clerk's Report (for information only)

- Slight delay getting everything out to the Finance Committee due to error on the accounting software which had lost an invoice which had been posted. Corrected now but the amended invoice list will be published in the minutes.

19-20/101 CCLA

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the Redemption Form in the sum of £36,000 be completed to transfer funds from the CCLA Deposit Account to allow payments to be made.

19-20/102 Bank Reconciliation

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

Current Account	£4,738.71
Sum Up	£0.00
Optimum Pre-Paid Card	£118.07
CCLA Current Account	<u>£494,715.00</u>
	£499,571.78

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

19-20/103 Approval of Payments

It was **noted** that Cllr delaMare-Lyon and Cllr McPhater 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 delaMare-Lyon, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £32,312.86 are approved and paid. Online payments to be authorised by Cllr delaMare-Lyon and Cllr McPhater. Cheque to be signed by Cllrs McPhater and delaMare-Lyon.

Action: Cllr delaMare-Lyon and Cllr McPhater to authorise online payments.

19-20/104 To Note Monies Received

- a) Members **noted** monies received since the November meeting are listed as Appendix 2.
- b) Councillors were updated on the current outstanding monies owed by the tenants at the Pavilion which is due to be cleared by the end of November.

19-20/105 Reports

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

19-20/106 Budget 2020/21

It was **noted** that the budget still requires some work and will be taken to the full council meeting in January.

19-20/107 Date of Next Meeting

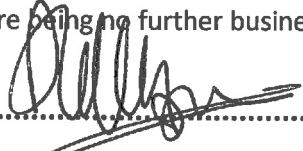
Tuesday 21st January 2020

There being no further business, the meeting closed at 8.24pm.

Signed:

Chairman

Date:


.....
21.01.20
.....



21.01.20

Appendix 1 – 17th December 2019 – item 19-20/103

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
BRO001		Brookfield Contracting and Farming Ltd					
02/12/2019	12408	540.00	108.00	648.00		0.00	648.00
02/12/2019	12409	500.00	100.00	600.00		0.00	600.00
06/12/2019	12424	3,320.00	664.00	3,984.00		0.00	3,984.00
06/12/2019	12425	120.00	24.00	144.00		0.00	144.00
11/12/2019	12429	12,500.00	2,500.00	15,000.00		0.00	15,000.00
TOTAL INVOICES FOR BRO001		16,980.00	3,396.00	20,376.00		0.00	20,376.00
CAM002		Cambridge Marquees					
09/12/2019	8597	760.00	152.00	912.00		0.00	912.00
TOTAL INVOICES FOR CAM002		760.00	152.00	912.00		0.00	912.00
CCC001		Cambridgeshire County Council					
26/11/2019	423001147800	2,139.83	0.00	2,139.83		0.00	2,139.83
TOTAL INVOICES FOR CCC001		2,139.83	0.00	2,139.83		0.00	2,139.83
CUR001		Currys PC World UK					
18/11/2019	064204	540.83	108.17	649.00		0.00	649.00
TOTAL INVOICES FOR CUR001		540.83	108.17	649.00		0.00	649.00
ENC001		Enchanted Cinema					
22/11/2019	DEPINV	2,580.00	0.00	2,580.00		0.00	2,580.00
TOTAL INVOICES FOR ENC001		2,580.00	0.00	2,580.00		0.00	2,580.00
ESP01		Eastern Shires Purchasing Organisation					
13/11/2019	5476975	45.25	9.05	54.30		0.00	54.30
TOTAL INVOICES FOR ESP01		45.25	9.05	54.30		0.00	54.30
GDL001		GDL Services					
27/11/2019	00989	189.72	0.00	189.72		0.00	189.72
29/11/2019	00990	80.00	0.00	80.00		0.00	80.00
TOTAL INVOICES FOR GDL001		269.72	0.00	269.72		0.00	269.72
KON001		Konica Minolta Business Solutions (UK)					
24/11/2019	1147783947	119.69	23.94	143.63		0.00	143.63
28/11/2019	1147873830	100.32	20.06	120.38		0.00	120.38

21-12-20

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
TOTAL INVOICES FOR KON001		220.01	44.00	264.01		0.00	264.01
	LON001	Longstanton Village Hall					
29/11/2019	101056	505.98	0.00	505.98		0.00	505.98
TOTAL INVOICES FOR LON001		505.98	0.00	505.98		0.00	505.98
	RED001	Red Shoes Accounting Services					
09/12/2019	4305	45.00	9.00	54.00		0.00	54.00
TOTAL INVOICES FOR RED001		45.00	9.00	54.00		0.00	54.00
	SCDC001	South Cambridgeshire District Council					
01/12/2019	DECRATES	104.00	0.00	104.00		0.00	104.00
TOTAL INVOICES FOR SCDC001		104.00	0.00	104.00		0.00	104.00
	SLC001	Society of Local Council Clerks					
15/07/2019	CN-737	-1,764.00	0.00	-1,764.00	01/08/2019	-1,470.00	-294.00
TOTAL INVOICES FOR SLC001		-1,764.00	0.00	-1,764.00		-1,470.00	-294.00
	TAL001	TalkTalk Business					
18/11/2019	20337401	47.95	9.59	57.54		0.00	57.54
TOTAL INVOICES FOR TAL001		47.95	9.59	57.54		0.00	57.54
	THR001	3 Business Services					
02/12/2019	ALN1066631199	8.16	1.63	9.79		0.00	9.79
TOTAL INVOICES FOR THR001		8.16	1.63	9.79		0.00	9.79
	WAT001	Waterbeach Brass Band					
09/12/2019	DEC	300.00	0.00	300.00		0.00	300.00
TOTAL INVOICES FOR WAT001		300.00	0.00	300.00		0.00	300.00
TOTAL UNPAID INVOICES		22,782.73	3,729.44	26,512.17		-1,470.00	27,982.17

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2019	EDF Energy	OCTDD2	30.77		Village Green Electric (Est)
02/12/2019	3 Business Services	OCTDD4	11.44		Mobile Phone Oct 19
05/12/2019	Optimum PrePaid Card	Card Topup	150.00		Top up of Card for Christmas
05/12/2019	Bovis Homes	DEC012	250.00		Refund of Incorrect Donation
14/12/2019	Information Commissioners Off	DEC013	35.00		Annual ICO Subscription
27/12/2019	Mrs EG White	DEC01			Nov & Dec Reimbursements
27/12/2019	Mr S Burns	DEC02	19.30		Decorations for Xmas Event
27/12/2019	HMRC	DEC03			Dec PAYE & NI
27/12/2019	NEST Pension	DEC04			December Pension
27/12/2019	Mrs EG White	DEC05			December Salary
Total Payments			<u>2,848.69</u>		

21/01/20

16/12/2019

Longstanton Parish Council Current Year

Page 1

12:59

Current Bank Account

Cash Received between 01/11/2019 and 01/12/2019

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/11/2019	CCLA - Current Account	NovCCLATfr	Transfer from CCLA to Unity	5,000.00
04/11/2019	CCLA Public Sec. Deposit Fund	CCLADep	Dividend - CCLA Current Acc	295.30
27/11/2019	Jar Jar Drinks	JarJarNov	November Pavilion Rent	375.00
26/11/2019	Unsworth Sugden	NorthXmas	Donation towards Christmas Tre	500.00
Total Receipts				6,170.30