



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 27th APRIL 2020 VIA ZOOM ONLINE MEETINGS AT 7.34PM**

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

FC 20-21/1 To Receive and Approve Apologies for Absence

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

FC 20-21/2 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

FC 20-21/3 Open Forum for Public Participation (10min)

None

FC 20-21/4 Approval of Minutes

It was **proposed** by Cllr Burns, seconded by Cllr delaMare-Lyon and **RESOLVED** that the minutes of 21st January 2020 be approved and signed.

FC 20-21/5 Clerk's Report (for information only)

- Year End has been extended due to the Coronavirus.
- Year End procedures have started but delayed due to a technical hitch but should be bringing to the council meeting on 11th May for approval.
- First precept payment received, will arrange for transfer to CCLA Deposit Account.
- The spreadsheet which creates the monthly report is still to be updated for 2020/21.

FC 20-21/6 Bank Reconciliation

Bank statements were provided for bank accounts as at 31st March 2020 and the bank account monies stood at:

Current Account	£3,749.72
Sum Up	£5.90
Optimum Pre-Paid Card	£110.11
CCLA Current Account	<u>£448,715.00</u>
	£478,053.63

Corrected to £452,580.73 (PW)

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** that the bank reconciliations for the month of March be approved and signed by the Chairman and Vice-Chairman. It was noted that Cllr McPhater had not been able to open the Bank Reconciliation electronic file.

**CARRIED
1 abstention**

FC 20-21/7 Approval of Payments

It was **noted** that the invoices had been scanned and sent by email to all members of the Finance Committee prior to the meeting, allowing members to double check 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 Burns and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £4,984.08 were approved and paid. Online payments to be authorised by Cllr Burns and Cllr delaMare-Lyon.

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

FC 20-21/8 To Note Monies Received

- a) Members **noted** monies received since the January meeting.

(PW) 26.5.20.

FC 20-21/9 Reports


It was **noted** that reports normally circulated to Cllrs had not been created as the Year End had not been completed and the software was not up to date.

FC 20-21/10 Date of Next Meeting

Tuesday 26th May 2020

There being no further business, the meeting closed at 8.09pm.

Signed:
Chairman
Date:


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26-MAY-2020
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Appendix 1 – 27th April 2020 – item 20-21/7

Ref	Supplier	Inv No.	Inv Date	Cost Description	Pymt Method	Net		Vat		Total
						£	£	£	£	
20/001	Talk Talk Business	20888987	18-Apr-20	Monthly Telephone & Broadband costs	DD	£ 47.95	£	9.59	£	57.54
20/002	South Cambridgeshire District Council		09-Mar-20	Non-Domestic Rates - Bowling Green	N/A	£ -	£	-	£	-
20/003	South Cambridgeshire District Council		09-Mar-20	Non-Domestic Rates - Cemetery 1 of 2	DD	£ 62.75	£	-	£	62.75
20/004	South Cambridgeshire District Council		09-Mar-20	Non-Domestic Rates - Office 1 of 10	DD	£ 106.38	£	-	£	106.38
20/005	Cambridge Water	69776968	03-Apr-20	Cemetery Water Sep 19 - Mar 20	DD	£ 24.68	£	-	£	24.68
20/006	Edf Energy	E24333893006	14-Apr-20	Village Green Electric (<i>in credit</i>)	DD	£ -	£	-	£	-
20/007	Three	AC01091028373	02-Mar-20	Mobile Phone	DD	£ 8.16	£	1.63	£	9.79
20/008	Nest			April Pension Contributions	DD					
20/009	LC Electrical Contractors	INV-4919	24-Sep-19	Electrical Work at Pavilion	BACS	£ 245.00	£	49.00	£	294.00
20/010	Mrs EG White			April Salary	BACS					
20/011	HMRC			April Tax and NI	BACS					
20/012	ESPO	5604781	12-Mar-20	Stationery	BACS	£ 35.55	£	7.11	£	42.66
20/013	xlpress	24010	23-Mar-20	Coronavirus Leaflets	BACS	£ 118.00	£	-	£	118.00
20/014	GDL Services	1009	27-Mar-20	March Litter Picking	BACS	£ 60.00	£	-	£	60.00
20/015	Screens & Graphics	46277	30-Mar-20	LPC Banners	BACS	£ 142.89	£	28.58	£	171.47
20/016	SLCC	131321	30-Mar-20	Webinar: Covid-19 Helping the Community	BACS	£ 15.00	£	3.00	£	18.00
20/017	Brookfield Groundcare	12528	01-Apr-20	Village Grass Cutting 1 of 10	BACS	£ 990.00	£	198.00	£	1,188.00
20/018	Brookfield Groundcare	12529	01-Apr-20	Home Farm Grass Cutting 1 of 10	BACS	£ 550.00	£	110.00	£	660.00
TOTAL						£ 4,577.17	£	406.91	£	4,984.08

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

Handwritten signature and initials, possibly '46540'.