



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 26TH MAY 2020 VIA ZOOM ONLINE MEETINGS AT 7.31PM

Those Present
Parish Clerk

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

FC 20-21/11 To Receive and Approve Apologies for Absence

Apologies were received and approved from Cllr Street.

FC 20-21/12 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 20-21/13 Open Forum for Public Participation (10min)

None

FC 20-21/14 Approval of Minutes

It was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** that the minutes of 27th April 2020 be approved and signed with the correction to the total sum held in the bank account.

FC 20-21/15 Clerk's Report (for information only)

- It was anticipated to provide the one page Finance Report will be provided at the Finance meeting however it was noted that the reports provided to the committee (and the council when the papers are sent out) covers all information held on the one page report. It was noted that to produce the report, the Clerk is duplicating time entering information already held in the accounting software.
- Still waiting for some information from Unity in order to be able to order the Multi-Card.
- Having received the Covid-19 Funding, an Earmarked Reserve has been set up on the accounts to monitor spend.
- Having received the first two payments of the Precept (South Cambs were able to pay the second quarter earlier than anticipated), the CCLA Subscription Form has been completed in the sum of £45,000.

FC 20-21/16 Bank Reconciliation

Bank statements were provided for bank accounts as at 30th April 2020 and the bank account monies stood at:

Current Account	£30,869.29
Sum Up	£0.00
Optimum Pre-Paid Card	£156.12
CCLA Current Account	<u>£448,715.00</u>
	£479,740.41

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

FC 20-21/17 Approval of Payments

Cllr Burns left the meeting at 7.47pm.

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. The original invoices had been checked by Cllr Burns and Cllr delaMare-Lyon.

Cllr Burns returned at 7.48pm.

It was **proposed** by Cllr McPhater, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £6,870.21 were approved and paid. Online payments to be authorised by Cllr Burns and Cllr delaMare-Lyon.

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

FC 20-21/18 To Note Monies Received

Members **noted** monies received since the April meeting including Covid-19 Funding and £1,504.35 from the property fund investment.

FC 20-21/19 Reports

It was **noted** that the reports had been received by all members prior to the meeting. There were no questions raised.

FC 20-21/20 Date of Next Meeting

Tuesday 23rd June 2020.

There being no further business, the meeting closed at 7.54pm.

Signed:

Chairman

Date:

Appendix 1 – 27th April 2020 – item 20-21/17

Date: 20/05/2020

Longstanton Parish Council Current Year

Page 1

Time : 15:15

Current Bank Account

Payments made between 01/05/2020 and 31/05/2020

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Annmaria Brash-Hall						
27/05/2020	20012	Coronavirus Support Costs	54.40	0.00	54.40	OTS
Cambridge Water Business						
01/05/2020	20007	Cemetery water Sep19-31 Mar	24.68	0.00	24.68	VAT
Dan delaMare-Lyon						
27/05/2020	20011	Phone extension Cable	4.39	0.00	4.39	OTS
HMRC						
27/05/2020	20015	May Tax & NI		0.00		OTS
Mrs EG White						
27/05/2020	20013	May Salary		0.00		OTS
27/05/2020	20016	May Reimbursements		0.00		OTS
				0.00		
NEST Pension						
27/05/2020	20014	May Pension		0.00		OTS
			2,278.17	0.00	2,278.17	

31/05/2020

Longstanton Parish Council Current Year

Page 1

14:50

PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

User: EW

<u>Invoice Date</u>	<u>Invoice No</u>	<u>A/c Code</u>	<u>A/c Name</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
31/03/2020	131430	SLC002	SLCC ENTERPRISES	30.00	6.00	36.00	36.00
01/04/2020	CEMRATES	SCDC001	SCDC	62.00	0.00	62.00	62.00
01/04/2020	OFFRATESMAY	SCDC001	SCDC	106.00	0.00	106.00	106.00
02/04/2020	AD01099196399	THR001	THREE MOBILE	8.61	1.72	10.33	10.33
14/04/2020	69776968	CAM001	CAMBRIDGE WATER	20.38	0.00	20.38	20.38
18/04/2020	20888987	TAL001	TALKTALK	47.95	9.59	57.54	57.54
28/04/2020	10111	LON001	VILLAGE HALL	444.24	0.00	444.24	444.24
30/04/2020	01016	GDL001	GDL SERVICES	65.00	0.00	65.00	65.00
30/04/2020	ORD507190	SLC002	SLCC ENTERPRISES	24.79	0.80	25.59	25.59
01/05/2020	12570	BRO001	BROOKFIELD	990.00	198.00	1,188.00	1,188.00
01/05/2020	12571	BRO001	BROOKFIELD	550.00	110.00	660.00	660.00
04/05/2020	275778	SHA001	SHAW AND SONS LTD	176.00	35.20	211.20	211.20
11/05/2020	12583	BRO001	BROOKFIELD	500.00	100.00	600.00	600.00
15/05/2020	2020-21 PP007	CAS001	COMMUNITY ACTION SUF	505.40	0.00	505.40	505.40
20/05/2020	101122	LON001	VILLAGE HALL	600.36	0.00	600.36	600.36
			TOTAL INVOICES	4,130.73	461.31	4,592.04	4,592.04

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.

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