



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 23rd MARCH 2021 VIA ZOOM ONLINE MEETINGS AT 7.32PM

Those Present
Parish Clerk

Cllr delaMare-Lyon (Chairman), Cllr Burns, Cllr McPhater, Cllr Owen
Mrs Libby White BEM FdA PSLCC
Members 6 Vacancy 0 (Quorum 3) Parishioners 0

FC 20-21/114 To Receive and Approve Apologies for Absence

Apologies were received and approved from Cllr Street (personal)
Absent: Cllr Pokala

FC 20-21/115 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 20-21/116 Open Forum for Public Participation (10min)

None

FC 20-21/117 Approval of Minutes

It was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** that the minutes of 23rd February 2021 be approved and signed.

FC 20-21/118 Clerk's Report (for information only)

- £10,000 has been requested to be transferred from the CCLA Deposit Account to the Unit Current account to cover the payment of bills.
- It is anticipated that during April, the reserves for Northstowe will need to be transferred to Northstowe Town Council. This will depend on progress of Year End procedures. The nominal codes will be shared with Northstowe Cllr and Interim Clerk to check they are happy the earmarked reserves have been allocated correctly.
- Year-end documentation has been issued by the External Auditor and downloaded for completion after 31st March 2021.

FC 20-21/119 Bank Reconciliation

Bank statements were provided for all bank accounts as 28th February 2021 and monies stood at:

Current Account	£5,201.70
Sum Up	£0.00
Multicard	-£30.99
Optimum Pre-Paid Card	£23.67
CCLA Current Account	<u>£481,215.00</u>
	£486,409.38

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

FC 20-21/120 Approval of Payments

It was **noted** that the invoices had been circulated to Cllr delaMare-Lyon and Cllr McPhater prior to the meeting. The original invoices had been checked for accuracy and no issues raised.

It was **proposed** by Cllr McPhater, seconded by Cllr delaMare-Lyon and **RESOLVED** by a unanimous vote that invoices/payments as listed in appendix 1 in the sum of £8,671.32 are approved and paid. Payments to be authorised by Cllr Owen and Cllr McPhater.

Action: Cllr Owen and Cllr McPhater to authorise online payments.

FC 20-21/121 To Note Monies Received

Members **noted** monies received since the February meeting as listed in the meeting papers.

FC 20-21/122 Reports

It was **noted** that the reports had been received by all members prior to the meeting.

FC 20-21/123 Date of Next Meeting

Tuesday 20th April 2021.

There being no further business, the meeting closed at 7.55pm.

Signed:
Chairman

Date:

DRAFT

Appendix 1 – 23rd March 2021 – item 20-21/120

Date: 17/03/2021

Longstanton Parish Council Current Year

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Current Bank Account

List of Payments made between 01/03/2021 and 27/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/03/2021	HMRC	BACS			March PAYE & NI
27/03/2021	Mrs EG White	BACS			March Salary
27/03/2021	NEST Pension	DD			March Pension
Total Payments			<u>2,372.50</u>		

31/03/2021

Longstanton Parish Council Current Year

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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>
30/08/2020	INV-0026	UKA001	UK AMENITY	310.00	62.00	372.00	372.00
02/02/2021	ABP1180896593	THR001	THREE MOBILE	8.16	1.63	9.79	9.79
18/02/2021	21991731	TAL001	TALKTALK	24.00	4.80	28.80	28.80
23/02/2021	1155204097	KON001	KONICA MINOLTA	0.09	0.02	0.11	0.11
25/02/2021	1155229096	KON001	KONICA MINOLTA	100.32	20.06	120.38	120.38
25/02/2021	BK201167	SLC002	SLCC ENTERPRISES	30.00	6.00	36.00	36.00
25/02/2021	BK201169	SLC002	SLCC ENTERPRISES	30.00	6.00	36.00	36.00
26/02/2021	101156	LON001	VILLAGE HALL	300.18	0.00	300.18	300.18
27/02/2021	1038	GDL001	GDL SERVICES	80.00	0.00	80.00	80.00
07/03/2021	70213787	OPU001	OPUS ENERGY	9.06	0.45	9.51	9.51
07/03/2021	70213793	OPU001	OPUS ENERGY	177.16	35.43	212.59	212.59
07/03/2021	70213794	OPU001	OPUS ENERGY	2.54	0.13	2.67	2.67
08/03/2021	12947	BRO001	BROOKFIELD	4,100.00	820.00	4,920.00	4,920.00
09/03/2021	SIN039300	ONL001	ONLINE PLAYGROUNDS	12.50	2.50	15.00	15.00
11/03/2021	6411	RED001	RED SHOES	46.50	9.30	55.80	55.80
12/03/2021	95198	DAT001	DATASHREDDERS	60.00	12.00	72.00	72.00
TOTAL INVOICES				<u>5,290.51</u>	<u>980.32</u>	<u>6,270.83</u>	<u>6,270.83</u>

Date: 17/03/2021

Longstanton Parish Council Current Year

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Multicard

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/02/2021	Tao Technologies Limited	TRANS	21.99		Dymo Labels
19/02/2021	Land Registry	TRANS	6.00		Cemetery Land Registry
Total Payments			<u>27.99</u>		