



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 23RD MAY 2017 AT THE VILLAGE INSTITUTE AT 7.41PM

Those Present Cllr Street (Chairman), Cllr Burns, Cllr Sinclair, Cllr McPhater, Cllr Dr Sastry
Parish Clerk Mrs Libby White
Members 6 Vacancy 1 (Quorum 3) Parishioners 0

17-18/13 To Receive and Approve Apologies for Absence Power Action
None

17-18/14 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

17-18/15 Open Forum for Public Participation (10min)
None

17-18/16 Approval of Minutes
It was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** that the minutes of the 25th April 2017 are approved and signed.

CARRIED
1 abstention

17-18/17 Clerk's Report (*for information only*)

- The Clerk noted that the Insurance figure was incorrect on the agenda due to VAT confusion. The figure is correct on these minutes.
- It was noted that the agenda had been sent to all council members and no questions have been raised with respect to any payments.
- The Clerk confirmed that the Audit documents have been sent to the External Auditor.
- The Notice for Electors Rights to enable them to view the accounts will be put up on 2nd June making accounts available for 2 weeks. They will in fact be available permanently as they will be on the website.

17-18/18 Journals
The Clerk confirmed that journals have been created to commence the accounts for the year based on those set up for year end.

Following review, it was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that these journals be approved and initialled as seen.

Clerk

17-18/19 Bank Reconciliation
Bank reconciliations were provided for the following bank accounts as at 30th April 2017:

Current Account	£73,925.35
Home Farm Bank Account	£180,108.35
Section 106 Bank Account	£3,085.55
Community Reserves Bank Account	£1,099.50
CCLA Current Account	£140,000.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£633,218.75

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

17-18/20 Approval of Payments

It was noted that Cllr Burns and Cllr Dr Sastry attended the parish office prior to the meeting to double check the figures on invoices were correct and that the payments set up were set up correctly.

It was **proposed** by Cllr Dr Sastry, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £7,531.05 are approved and paid along with transfers and payments to other accounts totalling £50,428.10. Online payments to be authorised by Cllr Sinclair and Cllr McPhater.

Cllrs Burns
/ Sinclair

17-18/21 To Note Monies Received

Members **noted** money received since the April meeting has been as follows:

HMRC	VAT Refund	£12,413.43
SCDC	Refund for Trade Waste	£560.00
SCDC	S106 Fairview	£1,274.43
CCLA Current Account	Dividend	£26.29
CCLA Home Farm Account	Dividend	£18.79
CCLA S106 Account	Dividend	£11.50
CCLA Reserves Account	Dividend	<u>£14.07</u>
		£14,318.51

17-18/22 Reports

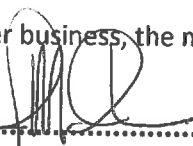
The members **noted** and reviewed the reports produced for Income & Expenditure and Cash flow for each of the accounts.

17-18/23 Date of Next Meeting

Tuesday 20th June 2017

There being no further business, the meeting closed at 8.07pm.

Signed:
Chairman
Date:


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20/6/17
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Appendix 1 – 23rd May 2017 – item 17-18/20

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
17/020	S3i Limited	89797	19-Apr-17	Replacement eye bolt for playground	Optimum	Card	5.07	1.01	6.08	i
17/021	Longstanton Post Office		09-May-17	1st Class Postage	Optimum	Card	0.98	0.00	0.98	ii
17/022	Vital Parts Limited	17483	09-May-17	Replacement caps for playground	Optimum	Card	16.00	3.20	19.20	iii
17/023	Co-op Group Limited		10-May-17	Refreshments for Parish Meeting	Optimum	Card	8.80	0.00	8.80	iv
17/024	Longstanton Post Office		12-May-17	1st & 2nd Class Postage	Optimum	Card	14.52	0.00	14.52	v
17/025	BT	M050 TQ	25-Apr-17	Telephone and Internet	Current	DD	71.55	14.31	85.86	vi
17/026	South Cambridgeshire District Council	3030103434	14-Mar-17	Hattons Road Cemetery Business Rates	Current	DD	58.00	0.00	58.00	vii
17/027	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	viii
17/031	NEST			May Pension Contributions	Current	DD	32.62	0.00	32.62	ix
Sub Total							295.54	18.52	314.06	
17/028	Salary Costs			May Salary Costs	Current	BACS	1,966.66	0.00	1,966.66	x
17/029	Brookfield Groundcare	11286	01-Mar-17	Emergency tree work at Cemetery	Current	BACS	150.00	30.00	180.00	xi
17/030	CCVS	17/398	07-Apr-17	Membership 2017/18	Current	BACS	60.00	0.00	60.00	xii
17/032	Zurich Insurance plc	26276647	24-Apr-17	Insurance Jun 17-May 18	Current	BACS	1,189.21	0.00	1,189.21	xiii
17/033	Student Community Action	2284	25-Apr-17	DBS Check for Clerk	Current	BACS	54.00	0.00	54.00	xiv
17/034	ESPO	4413496	28-Apr-17	Stationery	Current	BACS	50.54	10.11	60.65	xv
17/035	GDL Services	785	28-Apr-17	Litter Collection April 2017	Current	BACS	105.00	0.00	105.00	xvi
17/036	Longstanton Village Institute	100553	28-Apr-17	Hall Hire April 2017	Current	BACS	330.00	0.00	330.00	xvii
17/037	Brookfield Groundcare	11350	03-May-17	Village Grass Cutting 2 of 10	Current	BACS	990.00	198.00	1,188.00	xviii
17/038	Brookfield Groundcare	11351	03-May-17	Home Farm Grass Cutting 2 of 10	Current*	BACS	510.00	102.00	612.00	xix
17/039	Brookfield Groundcare	11358	05-May-17	Village Verge Cutting 1 of 3	Current	BACS	800.00	160.00	960.00	xx
17/040	CAPALC			Membership 2017/18	Current	BACS	511.47	0.00	511.47	xxi
Sub Total							6,716.88	500.11	7,216.99	
TOTAL							7,012.42	518.63	7,531.05	

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

Transfers

Description	From	To	Amount
* Grass Cutting Home Farm	Unity Home Farm	Unity Current	£510.00
Gravel Pit Donation	Unity Current	Gravel Pit	£2,500.00
Precept to CCLA for Interest	Unity Current	CCLA Current	£47,315.00
Optimum Card Top Up	Unity Current	Optimum Card	£103.10
Total			£50,428.10

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- i Public Health Act 1936, s.87
 - ii LGA 1972, s.111
 - iii Public Health Act 1936, s.87
 - iv LGA 1972, s.111
 - v LGA 1972, s.111
 - vi LGA 1972, s.142
 - vii Local Government Finance Act 1988, s.43

- viii Local Government Finance Act 1988, s.43
- ix LGA 1972, s.112
- x LGA 1972, s.112
- xi Open Spaces Act 1906, ss.9-10
- xii LGA 1972, s.111
- xiii LGA 1972, s.111
- xiv LGA 1972, s.111

- xv LGA 1972, s.111
- xvi Litter Act 1983, ss.5-6
- xvii LGA 1972, s.111
- xviii Public Health Act 1875, s.164
- xix Public Health Act 1875, s.164
- xx Highways Act 1980, s.96
- xxi LGA 1972, s.111