



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING  
HELD ON TUESDAY 20<sup>TH</sup> JUNE 2017 AT THE VILLAGE INSTITUTE AT 7.38PM**

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

**17-18/24 To Receive and Approve Apologies for Absence** **Power** **Action**  
 Apologies were received and approved from Cllr McPhater and Cllr Mrs Cheung Johnson (personal)

**17-18/25 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

**17-18/26 Open Forum for Public Participation (10min)**  
 None

**17-18/27 Approval of Minutes**  
 It was **proposed** by Cllr Dr Sastry, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the minutes of the 23<sup>rd</sup> May 2017 are approved and signed.

**17-18/28 Clerk's Report (for information only)**

- 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 precept part 1 has been transferred into CCLA Current account.

**17-18/29 Bank Reconciliation**  
 Bank reconciliations were provided for the following bank accounts as at 31<sup>st</sup> May 2017:

Current Account	£31,849.78
Home Farm Bank Account	£179,617.14
Section 106 Bank Account	£3,096.80
Community Reserves Bank Account	£1,099.50
Optimum Pre-Paid Card	£300.00
CCLA Current Account	£187,315.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	<b>£638,278.22</b>

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

**17-18/30 Approval of Payments**  
 It was noted that Cllr Dr Sastry and Cllr Sinclair 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 £9,853.28 are approved and paid along with transfers. Online payments to be authorised by Cllr Burns and Cllr Sinclair.

Cllrs Burns  
/ Sinclair

**17-18/31 To Note Monies Received**

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

Tees Law	Refund	£280.00
CCLA Current Account	Dividend	£30.15
CCLA Home Farm Account	Dividend	£20.16
CCLA S106 Account	Dividend	£12.07
CCLA Reserves Account	Dividend	<u>£15.06</u>
		<b>£357.44</b>

**17-18/32 Reports**

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

**17-18/33 Date of Next Meeting**

Tuesday 25<sup>th</sup> July 2017

There being no further business, the meeting closed at 7.49pm.

Signed: .....

Chairman

Date: .....

Appendix 1 – 20<sup>th</sup> June 2017 – item 17-18/30

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
17/043	Longstanton Post Office		06-Jun-17	1st Class Postage	Optimum	Card	6.86	0.00	6.86	i
17/044	BT	M051 X&	25-May-17	Telephone and Internet	Current	DD	69.88	13.97	83.85	ii
17/045	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	iii
17/046	NEST			May Pension Contributions	Current	DD	32.62	0.00	32.62	iv
							<b>197.36</b>	<b>13.97</b>	<b>211.33</b>	
17/047										
17/048	June Salary Costs			June Salary Costs	Current	BACS	1,973.65	0.00	1,973.65	v
17/049										
17/050	Birketts LLP	315567	17-May-17	Legal Advice	Current	BACS	3,784.00	754.40	4,538.40	vi
17/051	Brookfield Groundcare	11368	17-May-17	Maintenance of Cricket Crease (April)	Current	BACS	100.00	20.00	120.00	vii
17/052	The Play Inspection Company	26258	22-May-17	Annual Playground Inspections	Current	BACS	200.00	40.00	240.00	viii
17/053	Konica Minolta	1131127342	24-May-17	Photocopier consumable charges	Current	BACS	31.05	6.21	37.26	ix
17/054	Konica Minolta	1131155653	26-May-17	Photocopier contract Jun-Aug 17	Current	BACS	100.32	20.06	120.38	x
17/055	GDL Services	787	26-May-17	Litter Collection May 2017	Current	BACS	80.00	0.00	80.00	xi
17/056	Longstanton Village Institute	100569	31-May-17	Hall Hire May 2017	Current	BACS	360.00	0.00	360.00	xii
17/057	Longstanton Village Institute	100570	31-May-17	Hall Hire for APM	Current	BACS	30.00	0.00	30.00	xiii
17/058	Brookfield Groundcare	11391	07-Jun-17	Village Grass Cutting 3 of 10	Current	BACS	990.00	198.00	1,188.00	xiv
17/059	Brookfield Groundcare	11393	07-Jun-17	Home Farm Grass Cutting 3 of 10	Current*	BACS	510.00	102.00	612.00	xv
17/060	Mr S Smith			Website Charges	Current	BACS	80.25	0.00	80.25	xvi
17/061	Magpas			Donation	Current	BACS	262.00	0.00	262.00	xvii
<b>Sub Total</b>							<b>8,501.27</b>	<b>1,140.67</b>	<b>9,641.95</b>	
<b>TOTAL</b>							<b>8,698.63</b>	<b>1,154.64</b>	<b>9,853.28</b>	

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

**Transfers**

**Description**

\* Grass Cutting Home Farm  
Optimum Card Top Up

**From**

Unity Home Farm  
Unity Current

**To**

Unity Current  
Optimum Card

**Amount**

£510.00  
£6.86  
**£516.86**

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- <sup>i</sup> LGA 1972, s.111
  - <sup>ii</sup> LGA 1972, s.111
  - <sup>iii</sup> Local Government Finance Act 1988, s.43
  - <sup>iv</sup> LGA 1972, s.112
  - <sup>v</sup> LGA 1972, s.112
  - <sup>vi</sup> LGA 1972, s.111
  - <sup>vii</sup> Public Health Act 1875, s.164
  - <sup>viii</sup> Public Health Act 1875, s.164
  - <sup>ix</sup> LGA 1972, s.111

- <sup>x</sup> LGA 1972, s.111
- <sup>xi</sup> Litter Act 1983 ss.5-6
- <sup>xii</sup> LGA 1972, s.111
- <sup>xiii</sup> LGA 1972, s.111
- <sup>xiv</sup> Public Health Act 1875, s.164
- <sup>xv</sup> Public Health Act 1875, s.164
- <sup>xvi</sup> LGA 1972, s.111
- <sup>xvii</sup> Public Health Act 1875, s.164

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