



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 25th JULY 2017 AT THE VILLAGE INSTITUTE AT 7.54PM

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

- 18/34 To Receive and Approve Apologies for Absence** **Power**
Apologies were received and approved from Cllr McPhater and Cllr Sinclair (personal)
Absent: Cllr Mrs Cheung Johnson
- 17-18/35 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
- 17-18/36 Open Forum for Public Participation (10min)**
None
- 17-18/37 Approval of Minutes**
It was **proposed** by Cllr Burns, seconded by Cllr Dr Sastry and **RESOLVED** by a unanimous vote that the minutes of the 20th June 2017 are approved and signed.
- 17-18/38 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 completed External Audit has been received from PKF Littlejohn with no comments. The Annual Return for 2016/17 is on display for parishioners information on the website and the main noticeboard.
- 17-18/39 Bank Reconciliation**
Bank reconciliations were provided for the following bank accounts as at 30th June 2017:
- | | |
|---------------------------------|--------------------|
| Current Account | £21,807.37 |
| Home Farm Bank Account | £179,149.78 |
| Section 106 Bank Account | £3,109.26 |
| Community Reserves Bank Account | £1,147.83 |
| Optimum Pre-Paid Card | £286.74 |
| 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> |
| | £627,815.98 |
- It was **proposed** by Cllr Dr Sastry, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the bank reconciliations for the month of June be approved and signed.
- 17-18/40 Approval of Payments**
It was **noted** that Cllr Dr Sastry and Cllr Burns attended the parish office prior to the meeting to double check the figures on invoices were correct and that the payments have been set up accurately.
It was **proposed** by Cllr Burns, seconded by Cllr Dr Sastry and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £12,912.09 are approved and paid along with transfers. Online payments to be authorised by Cllr Burns and Cllr Street.
Action: Cllrs Street and Burns to authorise online payments.

17-18/41 To Note Monies Received

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

Longstanton Colts Football Club	Recreation Ground Fees	£250.00
Longstanton Grasshoppers Cricket Club	Recreation Ground Fees	£475.00
Jar Jar Drinks	Pavilion Rent	£375.00
Longstanton Bowls Club	Bowls Club Charges	£50.00
Cambridgeshire County Council	Verge Maintenance Cont.	£2,630.25
Unity Bank – S106 Account	Interest	£0.39
Unity Bank – Home Farm Account	Interest	£22.48
Unity Bank – Comm. Projects Account	Interest	£0.13
Youth Council Picnic in the Park	Fundraising	£48.20
CCLA Current Account	Dividend	£30.88
CCLA Home Farm Account	Dividend	£16.51
CCLA S106 Account	Dividend	£9.93
CCLA Reserves Account	Dividend	<u>£12.36</u>
		£3,921.13

17-18/42 Budget

Members **noted** the current position of the council against budget for 2017/2018.

17-18/43 Reports

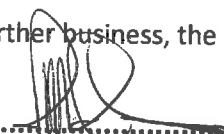
The members **noted** and reviewed the reports produced for Income & Expenditure and Cash flow for each of the accounts.

17-18/44 Date of Next Meeting

Tuesday 22nd August 2017

There being no further business, the meeting closed at 8.30pm.

Signed:
Chairman
Date:


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29/8/17
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Appendix 1 – 25th July 2017 – item 17-18/40

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
17/062	KLM Engineering		05-Jun-17	Replacement door at Pavilion	Current	BACS	1,807.00	341.40	2,148.40	i
17/063	Unity Bank Trust			Bank Charges	Current	DD	25.95	0.00	25.95	ii
17/064	RS Components			Tool to open Street Light for Christmas	Optimum	Card	11.05	2.21	13.26	iii
17/065	BT	M052 04	25-Jun-17	Telephone and Internet	Current	DD	79.28	15.85	95.13	iv
17/066	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	v
17/067	NEST			July Pension Contributions	Current	DD	32.62	0.00	32.62	vi
17/068	JM Vallis Joinery		28-Jun-17	Repairs to Pavilion Internal Doors	Current	BACS	652.00	0.00	652.00	vii
							2,695.90	359.46	3,055.36	
17/069	July Salary Costs			July Salary Costs	Current	BACS	1,969.36	0.00	1,969.36	viii
17/070	July Salary Costs			July Salary Costs	Current	BACS	585.00	0.00	585.00	ix
17/071	July Salary Costs			July Salary Costs	Current	BACS	75.00	0.00	75.00	x
17/072	SLCC	12532	16-Mar-17	LPC Contribution to Clerk's Training	Current	BACS	730.97	146.20	877.17	xi
17/073	Miljan Limited	398	31-May-17	Internal Audit 16/17	Current	BACS	0.00	0.00	0.00	xii
17/074	Signs Express	27411	21-Jun-17	Playground and Road Safety Signs	Current	BACS	0.00	0.00	0.00	xiii
17/075	KLM Engineering	SIN0017869	26-Jun-17	Payment of £20 outstanding VAT	Current	BACS	45.00	9.00	54.00	xiv
17/076	Cambridgeshire ACRE	5790	27-Jun-17	Payroll Charges Apr-Jun 17	Current	BACS	39.81	7.96	47.77	xv
17/077	ESPO	4482099	27-Jun-17	Stationery and Cleaning Equipment	Current	BACS	195.00	39.00	234.00	xvi
17/078	Richardson Tree Surgery	3301	29-Jun-17	Tree work to Walnut on Village Green	Current*	BACS	370.00	0.00	370.00	xvii
17/079	Longstanton Village Institute	100590	30-Jun-17	Hall Hire and Office Rental	Current	BACS	30.00	0.00	30.00	xviii
17/080	Longstanton Village Institute	100591	30-Jun-17	Hall Hire for Planning Meeting	Current	BACS	140.00	0.00	140.00	xix
17/081	GDL Services	794	30-Jun-17	Litter Picking	Current	BACS	990.00	198.00	1,188.00	xx
17/082	Brookfield Groundcare	11440	05-Jul-17	Grass Cutting 4 of 10	Current	BACS	510.00	102.00	612.00	xxi
17/083	Brookfield Groundcare	11441	05-Jul-17	Home Farm Grass Cutting 4 of 10	Current*	BACS	52.00	0.00	52.00	xxii
17/084	Huntingdonshire District Council	PO10109	06-Jul-17	Tree Safety Seminar	Current	BACS	1,274.43	0.00	1,274.43	xxiii
17/085	Longstanton Village Institute			S106 Contribution for Community Buildings	Current	BACS	1,040.00	0.00	1,040.00	xxiv
17/086	SJ Judo			Donation to new Club	Current	BACS	385.00	0.00	385.00	xxv
17/087	Over 60s Christmas Lunch			Donation to Christmas Lunch 2017	Current	BACS	753.00	150.00	903.00	
17/088	Birketts LLP	517933	30-Jun-17	Investigation into Restrictive Covenants	Current	BACS				
							9,184.57	672.16	9,856.73	
							11,880.47	1,031.62	12,912.09	

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

~17/14~

- i Local Government (Miscellaneous Provisions) Act 1976, s.19
- ii LGA 1972, s.111
- iii LGA 1972, s.145(1)(a)
- iv LGA 1972, s.111
- v Local Government Finance Act 1988, s.43
- vi LGA 1972, s.112
- vii Local Government (Miscellaneous Provisions) Act 1976, s.19
- viii LGA 1972, s.112
- ix LGA 1972, s.111
- x LGA 1972, s.111
- xi Road Traffic Regulation Act 1984, s.72(1)
- xii Local Government (Miscellaneous Provisions) Act 1976, s.19
- xiii LGA 1972, s.112

- xiv LGA 1972, s.111
- xv Public Health Act 1875, s.164
- xvi LGA 1972, s.111
- xvii LGA 1972, s.111
- xviii Litter Act 1983, ss.5-6
- xix Public Health Act 1875, s.164
- xx Public Health Act 1875, s.164
- xxi Public Health Act 1875, s.164
- xxii Local Government Act 1972, s.133
- xxiii Local Government (Miscellaneous Provisions) Act 1972, s.19
- xxiv Localism Act 2011, ss.1-8
- xxv Public Health Act 1875, s.164

Longstanton Parish Council Current Year
Annual Budget - By Centre

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Administration									
1076 Precept	94,630	94,630	94,630	47,315	0	0	0	0	0
1090 Interest Received Unity Bank	200	119	100	23	0	0	0	0	0
1091 CCLA Interest Received	0	1,257	1,400	218	0	0	0	0	0
1092 Other Income	0	360	0	552	0	0	0	0	0
1100 Northstowe Administration Inco	1,000	1,071	1,000	0	0	0	0	0	0
Total Income	95,830	97,438	97,130	48,107	0	0	0	0	0
4000 Parish Clerk Salary	17,000	16,713	22,000	4,474	0	2,940	0	0	0
4002 Staff Pensions	500	312	500	98	0	64	0	0	0
4005 RFO Salary	1,500	0	0	0	0	0	0	0	0
4007 Payroll Charges	300	210	180	0	0	100	0	0	0
4025 Tax & NI	3,000	4,926	3,500	1,388	0	800	0	0	0
4027 Contingency	6,750	1,374	3,000	0	0	0	0	0	0
4030 Projects (next financial year)	0	0	11,759	0	0	0	0	0	0
4035 Training Staff & Councillors	1,500	1,819	1,500	-585	0	225	0	0	0
4040 Clerk's Expenses	100	14	50	9	0	0	0	0	0
4045 Staff Travel	200	245	200	52	0	0	0	0	0
4050 Councillor Travel Expenses	200	40	200	0	0	0	0	0	0
4060 Insurance	2,000	1,437	4,000	1,189	0	0	0	0	0
4065 Legal Fees	4,000	0	0	3,763	0	0	0	0	0
4067 Bank Charges	50	194	150	26	0	0	0	0	0
4070 CAPALC Subscription	600	510	510	511	0	0	0	0	0
4071 ICO Registration	35	35	35	0	0	0	0	0	0
4075 Audit Fees	1,000	1,400	1,000	-1,000	0	0	0	0	0

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Longstanton Parish Council Current Year
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4080 Elections	4,000	165	2,000	0	0	0	0	0	0
4085 Annual Report	200	200	200	0	0	0	0	0	0
4090 SLCC Membership	180	177	177	0	0	0	0	0	0
4091 Cambridgeshire ACRE Subscripti	45	54	54	0	0	0	0	0	0
4092 National Playing Fields Subs.	50	50	50	0	0	0	0	0	0
4093 CCVS Annual Membership	0	60	60	60	0	0	0	0	0
4095 Publications	200	74	200	0	0	0	0	0	0
4100 Office Equipment	1,000	1,032	1,500	0	0	0	0	0	0
4103 Office Software and Support	1,500	652	800	16	0	0	0	0	0
4105 Office Supplies	500	337	500	51	0	0	0	0	0
4107 Postage	100	104	100	22	0	0	0	0	0
4108 Document Storage	0	32	0	-32	0	0	0	0	0
4109 Office Waste - shredding	100	0	100	0	0	0	0	0	0
4110 Telephone & Internet	1,500	852	850	141	0	140	0	0	0
4112 Website Fees	150	77	1,500	80	0	0	0	0	0
4120 Office Maintenance	100	32	100	0	0	0	0	0	0
4125 Parish Office Rent	2,640	2,860	2,640	440	0	440	0	0	0
4127 Public Consultation Costs	2,000	395	2,000	0	0	0	0	0	0
4130 Photocopier	520	605	650	131	0	0	0	0	0
4135 Non Domestic Rates	1,300	823	820	265	0	0	0	0	0
4140 LPC Meetings Hall Hire	1,160	420	400	90	0	60	0	0	0
4145 Trade Waste	200	832	300	-144	0	0	0	0	0
4162 Gravel Pit Costs	0	0	0	2,500	0	0	0	0	0
Overhead Expenditure	56,180	39,061	63,585	13,547	0	4,769	0	0	0

Longstanton Parish Council Current Year
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4402	4,000	3,820	4,000	0	0	1,600	0	0	0
	10,000	41,990	17,000	3,264	0	1,600	0	0	0
	(10,000)	(42,240)	(16,225)	(1,214)	0				
401									
	2,400	2,630	2,400	2,630	0	0	0	0	0
	2,400	2,630	2,400	2,630	0	0	0	0	0
	10,000	7,675	10,000	1,975	0	6,200	0	0	0
	1,800	1,449	1,800	0	0	0	0	0	0
	2,500	0	1,500	0	0	0	0	0	0
	200	45	100	0	0	0	0	0	0
	15,000	0	0	0	0	0	0	0	0
	8,700	8,000	2,400	800	0	0	0	0	0
	1,000	814	1,000	105	0	0	0	0	0
	39,200	17,983	16,800	2,880	0	6,200	0	0	0
	(36,800)	(15,353)	(14,400)	(250)	0				
501									
	4,500	4,474	4,500	375	0	0	0	0	0
	4,500	4,474	4,500	375	0	0	0	0	0
	3,000	0	3,000	1,790	0	0	0	0	0
	4,000	0	2,000	0	0	0	0	0	0
	7,000	0	5,000	1,790	0	0	0	0	0

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Longstanton Parish Council Current Year
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
601									
	(2,500)	4,474	(500)	(1,415)	0		0		
Movement to/(from) Gen Reserve									
Village Institute									
1600 Village Institute Income	0	99	60	0	0	0	0	0	0
Total Income	0	99	60	0	0	0	0	0	0
4610 Village Institute Hire Charges	2,000	1,404	1,500	190	0	0	0	0	0
4620 Village Institute F & F	0	38	0	0	0	0	0	0	0
Overhead Expenditure	2,000	1,442	1,500	190	0	0	0	0	0
Movement to/(from) Gen Reserve	(2,000)	(1,343)	(1,440)	(190)	0		0		
901									
S137									
4900 Poppy Wreath Donation	30	17	20	0	0	0	0	0	0
4905 Donations	11,000	1,786	5,000	262	0	0	0	0	0
4910 Youth Provision	10,000	7,950	10,000	54	0	0	0	0	0
Overhead Expenditure	21,030	9,753	15,020	316	0	0	0	0	0
Movement to/(from) Gen Reserve	(21,030)	(9,753)	(15,020)	(316)	0		0		
Total Budget Income	103,030	104,758	105,165	53,800	0	0	0	0	0
Expenditure	137,570	113,407	124,465	23,464	0	12,569	0	0	0
Movement to/(from) Gen Reserve	(34,540)	(8,648)	(19,300)	30,336	0		0		