



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING  
HELD ON TUESDAY 25<sup>th</sup> 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 20<sup>th</sup> 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 30<sup>th</sup> 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           | £75,000.00         |
|                                 | <b>£627,815.98</b> |
- 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>
		<b>£3,921.13</b>

**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:** .....

Appendix 1 – 25<sup>th</sup> 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
							<b>2,695.90</b>	<b>359.46</b>	<b>3,055.36</b>	
17/069					Current					
17/070	July Salary Costs			July Salary Costs	Current	BACS	1,969.36	0.00	1,969.36	viii
17/071					Current					
17/072	SLCC	12532	16-Mar-17	LPC Contribution to Clerk's Training	Current	BACS	585.00	0.00	585.00	ix
17/073	MiJan Limited	398	31-May-17	Internal Audit 16/17	Current	BACS	75.00	0.00	75.00	x
17/074	Signs Express	27411	21-Jun-17	Playground and Road Safety Signs	Current	BACS	730.97	146.20	877.17	xi
17/075	KLM Engineering	SIN0017869	26-Jun-17	Payment of £20 outstanding VAT	Current	BACS	0.00	20.00	20.00	xii
17/076	Cambridgeshire ACRE	5790	27-Jun-17	Payroll Charges Apr-Jun 17	Current	BACS	45.00	9.00	54.00	xiii
17/077	ESPO	4482099	27-Jun-17	Stationery and Cleaning Equipment	Current	BACS	39.81	7.96	47.77	xiv
17/078	Richardson Tree Surgery	3301	29-Jun-17	Tree work to Walnut on Village Green	Current*	BACS	195.00	39.00	234.00	xv
17/079	Longstanton Village Institute	100590	30-Jun-17	Hall Hire and Office Rental	Current	BACS	370.00	0.00	370.00	xvi
17/080	Longstanton Village Institute	100591	30-Jun-17	Hall Hire for Planning Meeting	Current	BACS	30.00	0.00	30.00	xvii
17/081	GDL Services	794	30-Jun-17	Litter Picking	Current	BACS	140.00	0.00	140.00	xviii
17/082	Brookfield Groundcare	11440	05-Jul-17	Grass Cutting 4 of 10	Current	BACS	990.00	198.00	1,188.00	xix
17/083	Brookfield Groundcare	11441	05-Jul-17	Home Farm Grass Cutting 4 of 10	Current*	BACS	510.00	102.00	612.00	xx
17/084	Huntingdonshire District Council	PO10109	06-Jul-17	Tree Safety Seminar	Current	BACS	52.00	0.00	52.00	xxi
17/085	Longstanton Village Institute			S106 Contribution for Community Buildings	Current	BACS	1,274.43	0.00	1,274.43	xxii
17/086	SJ Judo			Donation to new Club	Current	BACS	1,040.00	0.00	1,040.00	xxiii
17/087	Over 60s Christmas Lunch			Donation to Christmas Lunch 2017	Current		385.00	0.00	385.00	xxiv
17/088	Birketts LLP	517933	30-Jun-17	Investigation into Restrictive Covenants	Current	BACS	753.00	150.00	903.00	xxv
<b>Sub Total</b>							<b>9,184.57</b>	<b>672.16</b>	<b>9,856.73</b>	
<b>TOTAL</b>							<b>11,880.47</b>	<b>1,031.62</b>	<b>12,912.09</b>	

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

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

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