



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING  
HELD ON TUESDAY 29<sup>TH</sup> AUGUST 2017 AT THE VILLAGE INSTITUTE AT 9.05PM  
FOLLOWING EXTRAORDINARY MEETING

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

17-18/45 **To Receive and Approve Apologies for Absence** **Power**  
Apologies were received and approved from Cllr Dr Sastry and Cllr Mrs Cheung Johnson (personal)

17-18/46 **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

17-18/47 **Open Forum for Public Participation (10min)**  
None

17-18/48 **Approval of Minutes**  
It was **proposed** by Cllr Burns, seconded by Cllr Street and that the minutes of the 25<sup>th</sup> July 2017 are signed as a true record of the meeting.

17-18/49 **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 Clerk noted that the meeting due to be held on 22<sup>nd</sup> August had been postponed one week as the meeting would not be quorate. It should be noted that the Clerk has not been paid on time this month.
- Cllr Mrs Cheung Johnson has completed the quarterly check on the payments for April to July and will report back to Full Council in September.
- Completed CCLA signatory forms are complete and ready for Cllrs to check and sign.
- Following an update from Fields in Trust, the Clerk has noted that customers of Playmaintain get 10% discount. Playmaintain will deduct the 10% due off this month's invoice of the next quarter's invoice in addition to the 10% due.

17-18/50 **Bank Reconciliation**

Bank reconciliations were provided for the following bank accounts as at 31<sup>st</sup> July 2017:

Current Account	£15,595.76
Home Farm Bank Account	£178,461.29
Section 106 Bank Account	£3,119.19
Community Reserves Bank Account	£1,147.83
Optimum Pre-Paid Card	£135.75
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>£620,774.82</b>

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

**17-18/51 Approval of Payments**

It was **noted** that Cllr McPhater and Cllr Sinclair double checked the figures on invoices were correct and that the payments have been set up accurately, prior to the meeting.

It was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £10,530.02 are approved and paid along with transfers. Online payments to be authorised by Cllr Burns and Cllr Street.

**Action:** *Cllrs Sinclair and Burns to authorise online payments.*

**17-18/52 To Note Monies Received**

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

Jar Jar Drinks	Pavilion Rent	£375.00
Longstanton Tennis	Tennis Club Charges	£200.00
SCDC	Northstowe Admin	£187.64
Zurich Insurance	Claim	£2,450.40
CCLA Current Account	Dividend	£30.25
CCLA Home Farm Account	Dividend	£16.14
CCLA S106 Account	Dividend	£9.71
CCLA Reserves Account	Dividend	<u>£12.11</u>
		<b>£3,281.25</b>

**17-18/53 Reports**

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

**17-18/54 Date of Next Meeting**

Tuesday 26<sup>th</sup> September 2017

There being no further business, the meeting closed at 9.35pm.

**Signed:** .....

**Chairman**

**Date:** .....

Appendix 1 – 29<sup>th</sup> August 2017 – item 17-18/51

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
17/089	Marks & Spencer		19-Jul-17	Refreshments for Twinning Event	Optimum	Card	111.00	0.00	111.00	i
17/090	Marks & Spencer		25-Jul-17	Partyware	Optimum	Card	11.75	0.00	11.75	ii
17/091	Hobbycraft		25-Jul-17	Frame for Twinning gift	Optimum	Card	6.67	1.33	8.00	iii
17/092	Fenland Leisure	SIN022477	31-Jul-17	Replacement Playground parts	Optimum	Card	27.92	5.58	33.50	iv
17/093	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	v
17/094	NEST			August Pension Contributions	Current	DD	32.62	0.00	32.62	vi
17/095	BT	M053 4L	25-Jul-17	Telephone and Internet	Current	DD	74.47	14.89	89.36	vii
							<b>352.43</b>	<b>21.80</b>	<b>374.23</b>	
17/096										
17/097	August Staff Costs			August Staff Costs	Current	BACS	1,977.46	0.00	1,977.46	viii
17/098										
17/099	PKF Littlejohn LLP	SB20170013	18-Jul-17	External Audit Fees	Current	BACS	400.00	80.00	480.00	ix
17/100	GDL Services	803	28-Jul-17	Litter Picking	Current	BACS	90.00	0.00	90.00	x
17/101	GDL Services	802	28-Jul-17	Village Maintenance	Current	BACS	325.59	0.00	325.59	xi
17/102	Brookfield Groundcare	11466	28-Jul-17	Village Verges 2 of 3	Current	BACS	800.00	160.00	960.00	xii
17/103	ACE Shelters	445234	28-Jul-17	Bus Shelter - School Lane	Current	BACS	3,040.00	608.00	3,648.00	xiii
17/104	Cambridge Print Solutions	25395	31-Jul-17	2016/17 Annual Report	Current	BACS	209.00	0.00	209.00	xiv
17/105	Longstanton Village Institute	100606	31-Jul-17	Hall Hire and Office Rental	Current	BACS	350.00	0.00	350.00	xv
17/106	Longstanton Village Institute	100607	31-Jul-17	Hall Hire for Planning Meeting	Current	BACS	30.00	0.00	30.00	xvi
17/107	ESPO	4528749	02-Aug-17	Stationery and Hall Maintenance Equipment	Current	BACS	19.45	3.89	23.34	xvii
17/108	Brookfield Groundcare	11474	02-Aug-17	Grass Cutting 5 of 10	Current	BACS	990.00	198.00	1,188.00	xviii
17/109	Brookfield Groundcare	11475	02-Aug-17	Home Farm Grass Cutting 5 of 10	Current*	BACS	510.00	102.00	612.00	xix
17/110	Playmaintain Limited	315	03-Aug-17	Quarterly Playground Inspection	Current	BACS	75.00	15.00	90.00	xx
17/111	XL Press	16229	03-Aug-17	Advent Calendar Leaflet	Current	BACS	95.00	19.00	114.00	xxi
17/112	NALC			LCR Annual Subscription	Current	BACS	17.00	0.00	17.00	xxii
17/113	SLCC	123368	15-Aug-17	Regional Training Seminar 2017	Current	BACS	34.50	6.90	41.40	xxiii
						<b>Sub Total</b>	<b>8,963.00</b>	<b>1,192.79</b>	<b>10,155.79</b>	
						<b>TOTAL</b>	<b>9,315.43</b>	<b>1,214.59</b>	<b>10,530.02</b>	

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

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**Transfers****Description**

\* Grass Cutting Home Farm  
Optimum Card Top Up

**From**

Unity Home Farm  
Unity Current

**To**

Unity Current  
Optimum Card

**Amount**

£ 510.00

£ 164.25

£ 674.25

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<sup>i</sup> LGA 1972, s.144

<sup>ii</sup> LGA 1972, s.144

<sup>iii</sup> LGA 1972, s.144

<sup>iv</sup> Public Health Act 1875, s.164

<sup>v</sup> Local Government Finance Act 1988, s.43

<sup>vi</sup> LGA 1972, s.112

<sup>vii</sup> LGA 1972, s.111

<sup>viii</sup> LGA 1972, s.112

<sup>ix</sup> The Local Audit and Accountability Act 2014

<sup>x</sup> Litter Act 1983, ss 5-6

<sup>xi</sup> Public Health Act 1875

<sup>xii</sup> Highways Act 1980, s.96—

<sup>xiii</sup> Parish Councils Act 1957, s.1

<sup>xiv</sup> LGA 1972, s.111

<sup>xv</sup> LGA 1972, s.111

<sup>xvi</sup> LGA 1972, s.111

<sup>xvii</sup> LGA 1972, s.111

<sup>xviii</sup> Public Health Act 1875, s.164

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<sup>xxi</sup> LGA 1972 s.144

<sup>xxii</sup> LGA 1972, s.111

<sup>xxiii</sup> LGA 1972 s.112