



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 26th SEPTEMBER 2017 AT THE VILLAGE INSTITUTE AT 7.47pm

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

17-18/55 To Receive and Approve Apologies for Absence

Apologies were received and approved from Cllr Street and Cllr Dr Sastry (work commitments) and Cllr Mrs Cheung Johnson (personal)

Power

17-18/56 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

17-18/57 Open Forum for Public Participation (10min)

None

17-18/58 Approval of Minutes

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and that the minutes of the 29th August 2017 are signed as a true record of the meeting.

17-18/59 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 confirmed that confirmation had been received from the CCLA that the signatories for the accounts had been updated as necessary.

17-18/60 Bank Reconciliation

Bank reconciliations were provided for the following bank accounts as at 31st August 2017:

Current Account	£8,008.50
Home Farm Bank Account	£177,967.43
Section 106 Bank Account	£3,128.90
Community Reserves Bank Account	£1,147.83
Optimum Pre-Paid Card	£289.60
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>
	£612,857.26

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

17-18/61 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 Burns and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £6,354.44 are approved and paid along with transfers. Online payments to be authorised by Cllr Sinclair and Cllr McPhater.

Action: Cllrs Sinclair and McPhater to authorise online payments.

17-18/62 To Note Monies Received

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

Jar Jar Drinks	Pavilion Rent	£375.00
CCLA Current Account	Dividend	£29.86
CCLA Home Farm Account	Dividend	£15.95
CCLA S106 Account	Dividend	£9.54
CCLA Reserves Account	Dividend	<u>£11.99</u>
		£442.34

17-18/63 Reports

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

17-18/64 Date of Next Meeting

Tuesday 17th October 2017

There being no further business, the meeting closed at 8.18pm.

Signed:

Chairman

Date:

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Appendix 1 – 26th September 2017 – item 17-18/61

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
17/114	Fields in Trust		01-Aug-17	Registration for Recreation Ground	Current	DD	50.00	0.00	50.00	i
17/115	Longstanton Post Office		05-Aug-17	1st Class Large Stamps	Optimum	Card	10.40	0.00	10.40	ii
17/116	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	iii
17/117	NEST			August Pension Contributions	Current	DD	32.62	0.00	32.62	iv
17/118	BT	M054 8L	25-Aug-17	Telephone and Internet	Current	DD	68.21	13.64	81.85	v
							249.23	13.64	262.87	
17/119										
17/120	September Staff Costs			September Staff Costs	Current	BACS	2,070.95	0.00	2,070.95	vi
17/121										
17/122	GDL Services	810	25-Aug-17	Litter Picking August	Current	BACS	105.00	0.00	105.00	vii
17/123	Cambridgeshire ACRE		25-Aug-17	Annual Subscription Renewal	Current	BACS	54.00	0.00	54.00	viii
17/124	Konica Minolta	1132705158	25-Aug-17	Photocopier Consumables	Current	BACS	47.70	9.54	57.24	ix
17/125	Konica Minolta	1132705636	25-Aug-17	Photocopier Quarterly Charge	Current	BACS	100.32	20.06	120.38	x
17/126	Longstanton Village Institute	100620	31-Aug-17	August Hall Hire and Office Rental	Current	BACS	270.00	0.00	270.00	xi
17/127	Brookfield Groundcare	11505	06-Sep-17	Recreation Ground Tree Work	Current	BACS	1,050.00	210.00	1,260.00	xii
17/128	Brookfield Groundcare	11510	06-Sep-17	Grass Cutting 6 of 10	Current	BACS	990.00	198.00	1,188.00	xiii
17/129*	Brookfield Groundcare	11511	06-Sep-17	Home Farm Grass Cutting 6 of 10	Current	BACS	510.00	102.00	612.00	xiv
17/130	Cambridgeshire ACRE	5893	18-Sep-17	Payroll Services Jul- Sept 17	Current	BACS	45.00	9.00	54.00	xv
17/131	SurveyMonkey	362161	20-Aug-17	Subscription Renewal	Current	BACS	250.00	50.00	300.00	xvi
						Sub Total	5,492.97	598.60	6,091.57	
						TOTAL	5,742.20	612.24	6,354.44	

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

Transfers

Description	From	To	Amount
T11 * Grass Cutting Home Farm	Unity Home Farm	Unity Current	£ 510.00
T12 Optimum Card Top Up	Unity Current	Optimum Card	£ 10.40
			£ 520.40

ⁱ Local Government (Miscellaneous Provisions) Act 1976, s.19

ⁱⁱ LGA 1972, s.150

ⁱⁱⁱ Local Government Finance Act 1988, s.43

^{iv} LGA 1972, s.112

^v LGA 1972, s.150

^{vi} LGA 1972, s.112

^{vii} Litter Act 1983, ss.5-6

^{viii} LGA 1972, s.150

^{ix} LGA 1972, s.150

^x LGA 1972, s.150

^{xi} LGA 1972, s.133

^{xii} Public Health Act 1875, s.164

^{xiii} Public Health Act 1875, s.164

^{xiv} Public Health Act 1875, s.164

^{xv} LGA 1972, s.150

^{xvi} LGA 1972, s.150

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