

LONGSTANTON PARISH COUNCIL

Parish Clerk: Mrs Libby White, The Village Institute, 24 High Street, Longstanton CB24 3BS

Email: parish.clerk@longstantonvillage.org

Chairman: Mr John Street



Notice of Meeting: Finance Committee

Time: 7.30pm

Date: Tuesday 17th October 2017

Venue: The Village Institute, 24 High Street, Longstanton, CB24 3BS

To all members of the **Finance Committee**

You are hereby summonsed to attend a meeting of Longstanton Parish Council Finance Committee for the purpose of transacting the business as set out below.

Members: 6 Vacancy: 0 Quorum: 3

To reduce the length of meetings it would be appreciated if you would contact the clerk before Monday if you have any queries or need further information, **the meeting is open to the public (including the press).**

Mrs Libby White MILCM Parish Clerk/RFO to Longstanton Parish Council
12th October 2017

17-18/65 To Receive and Approve Apologies for Absence¹

17-18/66 Councillors' Declarations of Interest

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

17-18/67 Open Forum for Public Participation (10 min)

Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.

To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.

17-18/68 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 26th September 2017.

17-18/69 Clerk's Report (for information only)

17-18/70 Journals

To approve the journals presented to correct some data entry errors.

17-18/71 Bank Accounts

To consider the set up of bank accounts

17-18/72 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 30th September 2017.

17-18/73 Approval of Payments

To approve invoices for payment as detailed in the list at the end of the agenda

17-18/74 To Note Monies Received

A list of monies received will be available at the meeting and included in the Finance Committee minutes.

17-18/75 Reports

To consider the various prepared reports to show the activities of Longstanton Parish Council's accounts.

17-18/76 Budgets

- a) To consider the current position of the Council in respect to the 2017-18 budget
- b) To commence work on setting the budget for 2018-19.

17-18/77 Date of Next Meeting

Tuesday 21st November 2017

Any business and payments to be considered at the Finance Committee meeting must be delivered to the Clerk for inclusion in the agenda at least 7 days prior to the meeting.

¹ LGA 1972 s85

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes
							£	£	£	
17/132	Unity Bank		30-Sep-17	Current Account Service Charge	Current	BACS	27.45	0.00	27.45	Paid
17/133	Longstanton Post Office		30-Sep-17	1st Class Large Stamps	Optimum	Card	9.32	0.00	9.32	Paid
17/134	Microsoft		23-Sep-17	Microsoft Office 365 Annual Renewal	Optimum	Card	66.66	13.33	79.99	Paid
17/135	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	
17/136	NEST			October Pension Contributions	Current	DD	32.62	0.00	32.62	
17/137	BT	M055 C3	25-Sep-17	Telephone and Internet	Current	DD	76.23	15.24	91.47	
17/138	Cambridge Water Business	8037018988	23-Sep-17	Cemetery water March - Sep 17	Current	DD	21.52	0.00	21.52	
Sub Total							321.80	28.57	350.37	
17/139										
17/140	Staff Costs			October Staff Costs	Current	BACS	1,966.96	0.00	1,966.96	
17/141										
17/142	Hampton Parish Council		09-Sep-17	Chairmanship Training	Current	BACS	200.00	0.00	200.00	
17/143	Birketts LLP	525604	18-Sep-17	Legal fees re Recreation Ground Charity	Current	BACS	1,097.00	219.40	1,316.40	
17/144	CAPALC	540	31-Aug-17	Councillor Training	Current	BACS	105.00	0.00	105.00	
17/145	GDL Services	815	29-Sep-17	Litter Picking	Current	BACS	105.00	0.00	105.00	
17/146	Longstanton Village Institute	100629	29-Sep-17	September Hall Hire and Office Rental	Current	BACS	370.00	0.00	370.00	
17/147	Brookfield Groundcare	11548	02-Oct-17	Grass Cutting 7 of 10	Current	BACS	990.00	198.00	1,188.00	
17/148	Brookfield Groundcare	11549	02-Oct-17	Home Farm Grass Cutting 7 of 10	Current	BACS	510.00	102.00	612.00	
17/149	CAPALC	551	03-Oct-17	Councillor Training	Current	BACS	105.00	0.00	105.00	
17/150	CAPALC	574	05-Oct-17	Annual Catchup Day: Cllrs Street & McPhater	Current	BACS	50.00	0.00	50.00	
17/151	BT		29-Sep-17	BT Kiosk Adoption - Magdalene	Current	Chq 300763	1.00	0.00	1.00	
17/152	Brookfield Groundcare	11567	12-Oct-17	Fixing Recreation Ground gate	Current	BACS	320.00	64.00	384.00	
17/153	Rapid Secure	80650	05-Oct-17	Call out - ordered by Police - Pavilion	Current	BACS	190.00	38.00	228.00	
Sub Total							6,009.96	621.40	6,631.36	
TOTAL							6,331.76	649.97	6,981.73	

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

Transfers

	Description	From	To	Amount
T13	* Grass Cutting Home Farm	Unity Home Farm	Unity Current	£ 510.00
T14	Optimum Card Top Up	Unity Current	Optimum Card	£ 10.40
T15	Home Farm 16-17 VAT	Unity Current	Unity Home Farm	£ 5,716.60
				£ 6,237.00