



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 24th JANUARY 2017 AT THE VILLAGE INSTITUTE AT 7.35PM

Those Present Cllr Street (Chairman), Cllr Burns, Cllr McPhater
Parish Clerk Mrs Libby White
Members 6 Vacancy 1 (Quorum 3) Parishioners 0

- 16-17/99 **To Receive and Approve Apologies for Absence** Power Action
Apologies were received and accepted from Cllr Sinclair and Cllr Dr Sastry (work commitments)
- 16-17/100 **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
- 16-17/101 **Open Forum for Public Participation (10min)**
None
- 16-17/102 **Approval of Minutes**
Cllr Street and Cllr McPhater confirmed that the minutes of 25th October 2016 are a true record and were signed as such.
Cllr Burns and Cllr McPhater confirmed that the minutes of 22nd November 2016 are a true record and were signed as such.
Cllr Burns and Cllr Street confirmed that the minutes of the 13th December 2016 are a true record and were signed as such.
- 16-17/103 **Clerk's Report (for information only)**
- There is currently a vacancy on the committee following the departure of Mrs Ashby.
 - Cllr Mrs Brash-Hall and Cllr Samm have copies of payments made in September or December to check against bank statements and report back to Council on 13th February 2017.
- 16-17/104 **Pre-Paid Card**
Following the Chairman experiencing the Clerk having to use her personal bank card for council payments prior to Christmas, he had requested a pre-paid card be looked into. Currently items such as software, hire of equipment for events, etc. have had to be made by the clerk to be reimbursed at a later date. The Clerk had provided some information from the MoneySavingExpert website on pre-paid cards and spoken with the Clerk in Swavesey where the Council has recently changed following the withdrawal of the card from Unity Bank.
After discussion it was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote for the clerk to apply for a Mastercard Optinun pre-paid card with a limit of £300.00
- 16-17/105 **Unity Bank**
It was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** by a unanimous vote to complete the 'Removal of Signatory' form following the departure of Mrs Ashby.

A. S. MAP

16-17/106 Bank Reconciliation

Bank reconciliations were provided for the following bank accounts as at 31st December 2016:

Current Account	£51,051.75
Home Farm Bank Account	£209,394.88
Section 106 Bank Account	£6,141.04
Community Reserves Bank Account	<u>£592.10</u>
	£267,179.77
CCLA Current Account	£140,000.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£375,000.00

It was **proposed** by Cllr Burns seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the bank reconciliations for January be approved and signed.

16-17/107 Approval of Payments

It was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £13,639.89 are approved and paid. Online payments to be authorised by Cllr Burns and Cllr McPhater.

16-17/108 To Note Monies Received

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

Jar Jar Drinks	Pavilion Rent	£375.00
MOD	Replacement headstone	£105.00
Unity Bank – Community Proj	Interest	£0.07
CCLA Current Account	Dividend	£30.57
CCLA Home Farm Account	Dividend	£21.81
CCLA S106 Account	Dividend	£13.10
CCLA Reserves Account	Dividend	<u>£16.42</u>
		£561.97

16-17/109 Budget

Members **noted** the current position of the council against budget for 2016/17.

16-17/110 Reports

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

16-17/111 Date of Next Meeting

Tuesday 21st February 2017

There being no further business, the meeting closed at 8.45pm.

Signed:
Chairman
Date:

..... Neil S McPhater
..... 21 Feb 2017

Appendix 1 – 24th January 2017 – item 16-17/107

Ref	Supplier	Inv No.	Inv Date	Cost Description	Pymt Method	Net	Vat	Total	Power
Payments made since the last meeting									
16/168	Mrs EG White			Items for Christmas Light Event	BACS	324.70	0.00	324.70	i
16/169	Cambridge Marquees	7158	12-Dec-16	Balance for Marquee hire	BACS	339.60	59.40	399.00	ii
16/170	Longhorn Farm Shop	2119	10-Dec-16	Sausages for Christmas Light Event	BACS	80.00	0.00	80.00	iii
16/171	SCDC	3030106429	13-Mar-16	Non-Domestic Rates for Office	DD	82.00	0.00	82.00	iv
16/172	BT	M046 BW	25-Dec-16	Telephone and Internet	DD	59.26	11.85	71.11	v
16/173	Unity Bank			Bank Charges for Current Account	DD	25.65	0.00	25.65	vi
16/174	Unity Bank			Bank Charges for S106 Account	DD	18.45	0.00	18.45	vii
16/175	Unity Bank			Bank Charges for Home Farm Account	DD	18.90	0.00	18.90	viii
Sub Total						948.56	71.25	1,019.81	

Payments for tonight's meeting:

16/176									
16/177	Salary Costs			January Salary Costs	BACS	1,971.99		1,971.99	ix
16/178									
16/179									
16/180	SLCC			2017 Membership of SLCC for Clerk	BACS	177.00	0.00	177.00	x
16/181	ESPO	4285964	16-Dec-16	Whiteboard for Parish Office	BACS	18.00	3.60	21.60	xi
16/182	ESPO	4287098	19-Dec-16	Stationery	BACS	38.83	7.76	46.59	xii
16/183	Longstanton Village Institute	100478	20-Dec-16	Hall Hire for December	BACS	350.00	0.00	350.00	xiii
16/184	CAPALC	267	05-Dec-16	Councillor Training 2016	BACS	280.00	0.00	280.00	xiv
16/185	Cambridgeshire ACRE	5595	21-Dec-16	Payroll Charges	BACS	45.00	9.00	54.00	xv
16/186	GDL Services	757	03-Jan-17	Litter Picking and bins Dec 16	BACS	105.00	0.00	105.00	xvi
16/187	Brookfield Groundcare	11226	04-Jan-17	Grass Cutting 10 of 10	BACS	970.00	194.00	1,164.00	xvii
16/188	City of Ely Council	72 16/17	06-Jan-17	Play Area Routine Inspection Training for Clerk	BACS	220.00	44.00	264.00	xviii
16/189	Longstanton Tennis Club			Grant towards Courts	BACS	4,421.52	0.00	4,421.52	xix
16/192	Connections bus	02/16 Long	05-Jan-17	Connections Bus Sep-Dec 16	BACS	3,048.50	0.00	3,048.50	xx
Sub Total						11,645.84	258.36	11,904.20	

~16/31~

A.S. MAR

Payments from Home Farm Account

16/190	GDL Services	754	01-Dec-16	Installation of Dog Bins on Home Farm	BACS	121.88	0.00	121.88	xxi
16/191	Brookfield Groundcare	11227	04-Jan-17	Home Farm Grass Cutting 10 of 10	BACS	495.00	99.00	594.00	xxii
Sub Total					616.88	99.00	715.88		
Total					13,211.28	428.61	13,639.89		

A. S. M.P.

Key:

DD = Direct Debit

BACS = online payment

Chq = cheque

ⁱ LGA 1972, s.145(1)(a)

ⁱⁱ LGA 1972, s.145(1)(a)

ⁱⁱⁱ LGA 1972, s.145(1)(a)

^{iv} Local Government Finance Act 1988, s.43

^v LGA 1972, s.142

^{vi} LGA 1972, s.111

^{vii} LGA 1972, s.111

^{viii} LGA 1972, s.111

^{ix} LGA 1972, s.112

^x LGA 1972, s.112

^{xi} LGA 1972, s.111

^{xii} LGA 1972, s.111

^{xiii} LGA 1972, s.111

^{xiv} LGA 1972, s.111

^{xv} LGA 1972, s.112

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

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

^{xviii} LGA 1972, s.111

^{xix} Local Government (Miscellaneous Provisions) Act 1976, s.19

^{xx} Local Government (Miscellaneous Provisions) Act 1976, s.19

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

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