

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 21st March 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: 1 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/Proper Officer to Longstanton Parish Council
16th March 2017

16-17/123 To Receive and Approve Apologies for Absence¹

16-17/124 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

16-17/125 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.

16-17/126 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 21st February 2017.

16-17/127 Clerk's Report (for information only)

16-17/128 Purchases

To approve the purchase of extra storage space for electronic documents.

16-17/129 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 28th February 2017.

16-17/130 Approval of Payments

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

16-17/131 To Note Monies Received

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

16-17/132 Reports

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

16-17/133 Date of Next Meeting

Tuesday 25th April 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
							£	£	£	
16/206	PCWorld	605022	26-Feb-17	HP Envy Laptop	Optimum	Card	791.66	158.33	949.99	<i>Paid</i>
16/207	BT	M048 J0	25-Feb-17	Telephone and Internet	Current	DD	64.88	12.97	77.85	<i>Paid</i>
16/208										
16/209	Salary Costs			March Salary Costs	Current	BACS	2,043.99		2,043.99	
16/210										
16/211										
16/212	Konica Minolta	1129471209	21-Feb-17	Photocopier copy charges Nov 16 - Feb 17	Current	BACS	50.86	10.17	61.03	
16/213	Longstanton Village Institute	100509	28-Feb-17	Hall Hire for February	Current	BACS	350.00	0.00	350.00	
16/214	Longstanton Village Institute	100510	28-Feb-17	Hall Hire for February Planning Meeting	Current	BACS	20.00	0.00	20.00	
16/215	Brookfield Groundcare	11289	01-Mar-17	Tree work at St Michaels Churchyard	Current	BACS	425.00	85.00	510.00	
16/216	GDL Services	769	06-Mar-17	Litter picking for February	Current	BACS	80.00	0.00	80.00	
16/217	Brookfield Groundcare	11294	10-Mar-17	Village Green footpath	Home Farm	BACS	22,410.00	4,482.00	26,892.00	
16/218	Brookfield Groundcare	11297	14-Mar-17	Scrub Clearance on Long Lane & Wilsons Rd	Current	BACS	1,790.00	358.00	2,148.00	
16/219	GDL Services	773	15-Mar-17	Routine maintenance	Current	BACS	240.67	0.00	240.67	
Sub Total							28,267.06	5,106.47	33,373.53	

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

Transfers

Description	From	To	Amount
Maintenance on Home Farm	Unity Home Farm	Unity Current	£ 191.22