

# LINTON PARISH COUNCIL

Clerk: Mrs Jenny Seaward. The Village Hall, Coles Lane, Linton, Cambridge. CB21 4JS.

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Chairman: Ms Merrie Mannassi

[www.lintoncambridgeshire-pc.gov.uk](http://www.lintoncambridgeshire-pc.gov.uk)



## Minutes of the Finance Committee Meeting of Linton Parish Council. Held on Thursday 28<sup>th</sup> January 2021 at 7.30pm via remote telephone/video conferencing.

Present: Cllr Chris Hine (Vice Chairman): Cllr Brian Cox (Dr): Cllr Merrie Mannassi: Cllr Kate Kell.

Clerk to the Council: Mrs Jenny Seward.

Members of the public present: None.

The meeting started at 7.40pm.

1.	<b>Apologies for Absence;</b> Apologies received from Cllr Paul Poulter.		
2.	<b>Councillors' Declarations of Interest:</b> None.		
3.	<b>Open Forum for Public Participation (10 minutes):</b> No public present.		
4.	<b>Consideration of the minutes of the Extra-Ordinary Finance Committee meeting of the 17<sup>th</sup> December 2020</b> <i>The minutes shall be agreed, and approval provided for the Chairman of the Committee to sign the minutes at a later date.</i> Cllr Merrie Mannassi proposed. Cllr Kate Kell seconded. <b>All Agreed.</b>		
5.	<b>Matters Arising (for information only)</b> Cllr Chris Hine requested an update on the direct debit set up for SSE for street lighting. Clerk conformed that a bill had been received on 27.01.2021 which confirmed payment would be taken by Direct debit in February.		
6.	<b>Clerks Update.</b>		
(a)	Cambridge Pension Contribution overpayments due to the reduction in contribution percentage level have been repaid. £4098.46 has now been received. <b>Noted.</b>		
(b)	Verbal update regarding the information circulated regarding the opening of the two additional bank accounts. Clerk agreed to send details of both bank accounts with information required to enable the applications to proceed. <b>Clerk.</b>		
7.	<b>To consider the below financial documents for December 2020.</b> (in accordance with item 2.2 of the Financial Regulations adopted by Council, a member of the committee that is not the chairman or a signatory is then to sign the reconciliations and the original bank statements as evidence of verification)		
(a)	Income and Expenditure Report <i>Available on the Councillor portal of the website</i>		
(b)	Unity Trust Current Account <i>Available on the Councillor portal of the website</i>		
(c)	Unity Trust Deposit Account <i>Available on the Councillor portal of the website</i>		
(d)	Santander Deposit Account <i>Available on the Councillor portal of the website</i>		
(e)	Optimum pre-paid credit card <i>Available on the Councillor portal of the website</i>		
8.	<b>To Approve accounts for December 2020.</b> <i>Invoices shall be agreed to signed by the Chairman of the Committee at a later date.</i> Cllr Merrie Mannassi proposed. Cllr Brian Cox seconded. <b>All Agreed.</b>		
9.	<b>Notice of refunds and invoices awaiting payment for December 2020</b> <b>December Refunds due:</b> None <b>December Invoices sent by LPC awaiting payment:</b> None		
10.	<b>Contractual Payment for December 2020:</b> <b>December:</b> None other than that stated under contractual payments for item 16.		
11.	<b>Interest Received on Accounts after tax for December 2020:</b>		
	<b>From</b>	<b>For</b>	<b>Amount</b>
	Unity Trust Deposit Account	Interest received after tax	£ 0.00
	Santander Deposit Account	Interest received after tax	£ 0.00
	<b>Total:</b>		<b>£ 0.00</b>
12.	<b>Receipts for Accounts for December 2020:</b>		
	<b>Receipts from</b>	<b>Receipts for</b>	<b>Total Value</b>
			<b>Cleared in Account? (Y/N) at time of the agenda release</b>
	H J Paintin	Funeral Services	£ 565.00
	<b>Total:</b>		<b>£ 565.00</b>

13. **Notice of refunds received for December 2020:**  
**December: None**  
**Total Value: £0.00**

14. **Bank Charges for December 2020:**  
**December:**

From	For	Amount
Santander Deposit Account	Online banking fees	£ 32.50
Unity Trust Current Account	Service Charge	£ 37.65
Unity Trust Current Account	Manual credit Handling Charge	£ 3.90
Optimum PPC	Monthly Fee	£ 1.99
<b>Total:</b>		<b>£ 76.04</b>

15. **Accounts Summary as of 31<sup>st</sup> December 2020:**

Unity Trust Current Account	£	53,474.61
Unity Trust Deposit Account	£	75,734.56
Santander Deposit Account	£	211,806.78
Optimum Pre-Paid Credit Card	£	718.73

Cllr Merrie Mannassi proposed. Cllr Kate Kell seconded. **All Agreed.**

16.

<b>To Approve accounts for Payment for the month of December 2020</b>					
Invoice Number/ Reference	Payments to:	Method of Payment	Gross	Exc. VAT	
	<b>Retrospective Agreement Payments –</b> <i>Made to adhere to payment terms as stated in Standing Orders section 5 point 5.5.</i>				
INV2021/166/RF02	Wild Trout Trust	BACS	£ 533.50	£	533.50
INV09122020	Linton Cabs (Collection of Deeds)	BACS	£ 30.00	£	30.00
31220	Plumbs Dairy	BACS	£ 150.00	£	150.00
1097	Simpsons Nurseries	BACS	£ 230.02	£	191.68
INV70	Local Handyman Services	BACS	£ 64.25	£	64.25
INV268758	Broxap Ltd (Benches)	BACS	£ 1014.00	£	845.00
INV-124723851	Amazon	BACS	£ 16.89	£	14.07
INV 16720	Point Contact Hygienisis	BACS	£ 144.74	£	120.62
INV-434158541	Amazon	BACS	£ 10.65	£	8.87
16.12.2020	SSE	BACS	£ 10.00	£	10.00
INV-20200027	Amazon	BACS	£ 29.99	£	24.99
2329	CAPALC	BACS	£ 60.00	£	60.00
Ref:178578	EACH Charity Donation	BACS	£ 100.00	£	100.00
16.12.2020	SERV Charity Donation	BACS	£ 50.00	£	50.00
LN18538	CBS Office Solutions	BACS	£ 108.46	£	90.38
INV 13306	Bus Shelter Maintenance Ltd	BACS	£ 708.00	£	590.00
INV076	Local Handyman Services	BACS	£ 48.50	£	48.50
INV073	Local Handyman Services	BACS	£ 35.00	£	35.00
INV077	Local Handyman Services	BACS	£ 35.00	£	35.00
INV074	Local Handyman Services	BACS	£ 85.00	£	85.00

INV075	Local Handyman Services	BACS	£ 109.80	£ 109.80
INV 409679	Onecom Ltd	DD	£ 137.98	£ 114.98
	Royal Mail (Deeds to Ashtons)	PPC	£ 7.50	£ 7.50
	EE Top Up (Village Custodian)	PPC	£ 10.00	£ 10.00
	<b>Monthly Instalments</b>			
3600208020	SCDC re Burial Ground rates <i>(monthly instalment value)</i>	DD	£ 60.00	£ 60.00
9374/2019-2020	Honest Employment Law Practice <i>(monthly membership value)</i>	DD	£ 84.00	£ 70.00
3030125273	SCDC Rates Bill for 1 <sup>st</sup> floor of the Village Hall. <i>(Monthly instalment value)</i>	DD	£ 270.00	£ 270.00
3602808020	SCDC Rates Bill Coles Lane Car Park <i>(Monthly instalment value)</i>	DD	£ 329.00	£ 329.00
26000283/80021748	Trade Waste Collection, Linton Cemetery, Back Road <i>(Monthly instalment value)</i>	DD	£ 472.00	£ 472.00
VI/0115403	Kennet Leasing	DD	£ 167.03	£ 139.19
	Linton News Dec	SO	£ 100.00	£ 100.00
	Zoom Communications Inc	DDPPC	£ 14.99	£ 11.99
	<b>Contractual payments</b> <i>These may be paid in advance if required as per the Standing Orders section 4, 5.5b and 5.6.</i>			
SI-521	Herts and Cambs Grounds Maintenance	BACS	£ 1,180.00	£ 983.33
SI-522	Herts and Cambs Grounds Maintenance	BACS	£ 456.00	£ 380.00
SI-453	Chris Markham H&G Services Nov	BACS	£ 678.50	£ 678.50
SI-452	Chris Markham H&G Services Nov	BACS	£ 87.50	£ 87.50
SI-470	Chris Markham H&G Services Dec	BACS	£ 87.50	£ 87.50
SI-471	Chris Markham H&G Services Dec	BACS	£ 678.50	£ 678.50
	<b>Wages and HMRC</b>			
	Wages	BACS	£ 5246.75	
	HMRC	BACS	£ 0.00	
	Pensions	BACS	£ 723.22	
	DWP DEA	BACS	£ 9.50	

17.

**To Approve accounts for Payment for the month of January 2021**

Invoice Number/ Reference	Payments to:	Method of Payment	Gross	Exc. VAT
	<b>Retrospective Agreement Payments –</b> <i>Made to adhere to payment terms as stated in Standing Orders section 5 point 5.5.</i>			

INV-1WHG-W67X-6VHV	Amazon	BACS	£ 49.96	£ 44.97
INV-135000281-921479	Amazon	BACS	£ 12.26	£ 10.21
LN18622	CBS Office Solutions	BACS	£ 521.58	£ 434.65
INV078	Local Handyman Services	BACS	£ 243.75	£ 243.75
INV SB20203345	PKF Accountants	BACS	£ 480.00	£ 400.00
17418855283	Land Registry (WorldPay)	PPC	£ 6.00	£ 6.00
INV 421408	One-com Limited	DD	£ 136.06	£ 113.38
CCC297205120	CCC Searches	PPC	£ 13.40	£ 13.40
	<b>Monthly Instalments</b>			
3600208020	SCDC re Burial Ground rates <i>(monthly instalment value)</i>	DD	£ 60.00	£ 60.00
9374/2019-2020	Honest Employment Law Practice <i>(monthly membership value)</i>	DD	£ 84.00	£ 70.00
	Linton News <i>(monthly instalment value)</i>	S/O	£ 100.00	£ 100.00
3030125273	SCDC Rates Bill for 1 <sup>st</sup> floor of the Village Hall. <i>(Monthly instalment value)</i>	DD	£ 270.00	£ 270.00
3602808020	SCDC Rates Bill Coles Lane Car Park <i>(Monthly instalment value)</i>	DD	£ 329.00	£ 329.00
	Trade Waste Collection, Linton Cemetery, Back Road & Village Bins <i>(Monthly instalment value)</i>	DD	£ 472.00	£ 472.00
55771	Price Bailey	BACS	£ 108.00	£ 90.00
	Zoom	BACS	£ 14.39	£ 11.99
	<b>Contractual payments</b> <i>These may be paid in advance if required as per the Standing Orders section 4, 5.5b and 5.6.</i>			
SI-453	Chris Markham Home & Garden Service	BACS	£ 678.50	£ 678.50
SI-452	Chris Markham Home & Garden Service	BACS	£ 87.50	£ 87.50
SI-563	Herts & Cambs Ground Maintenance	BACS	£ 1,296.00	£ 1080.00
SI-577	Herts & Cambs Ground Maintenance	BACS	£ 528.00	£ 440.00
	<b>Wages and HMRC</b>			
	Wages	BACS	£	£ 4560.62
	HMRC	BACS	£	£ 0.00
	Pensions	BACS	£	£ 684.42
	DWP DEA	BACS	£	£ 9.50

Cllr Merrie Mannassi proposed. Cllr Brian Cox seconded. **All Agreed.**

**18. Matters for future Consideration.**

Cllr Merrie Mannassi has secured one quote to replace the office photocopier but needs to get another two. It was discussed that a higher capacity printer would be beneficial and that 35 copies per minute would be preferable and that the photocopier should be replaced in this financial year. It was noted that there may be notice period required by CBS Solutions and Cllr Merrie Mannassi confirmed that she would check details of the contract.

**Cllr Merrie Mannassi.**

The meeting closed at 7.54pm

Signed..... Dated.....