

LINTON PARISH COUNCIL

Clerk: Mrs Jenny Seaward. The Village Hall, Coles Lane, Linton, Cambridge. CB21 4JS.
Email: enquiries@linton-pc.gov.uk
Telephone: 01223 891001
Chairman: Ms Merrie Mannassi
www.lintoncambridgeshire-pc.gov.uk



Notice of meeting: Finance Committee Meeting

Time: 7:30pm

Date: Thursday 25th February 2021

Venue: Remote meeting via video/telephone conferencing

THE MEETING IS OPEN TO THE PUBLIC (INCLUDING THE PRESS) – THIS MEETING WILL BE HELD REMOTELY VIA VIDEO/TELEPHONE CONFERENCING (S78 Coronavirus Act 2020), MEMBERS OF PUBLIC CAN ATTEND BY USING THE ZOOM MEETING INVITATION

<https://us02web.zoom.us/j/84531306084> **ALTERNATIVELY PUBLIC CAN EMAIL THE OFFICE (enquiries@linton-pc.gov.uk) TO REQUEST AN INVITATION BY Wednesday 24th February 2021 TO ALLOW FOR PARTICIPATION IN THE MEETING.**

Please note. This zoom meeting may be recorded by Linton Parish Council for administration purposes only, and your consent to participate in a recorded meeting will be required on admission. If you do not wish to participate in a recorded meeting but would like to address the Parish Council in the public participation section, please contact the office on 01223 891001 prior to the meeting for advice on how to proceed.

All members of the Finance Committee are hereby summoned to attend a meeting of Linton Parish Council's Finance Committee for the purpose of transacting the business as set out below.

Members: 5 Quorum: 3

THE MEETING IS OPEN TO THE PUBLIC (INCLUDING THE PRESS)

Mrs Jenny Seaward – Clerk to Linton Parish Council
Friday 19th February

1.	Apologies for Absence
2.	Councillors' Declarations of Interest Existence & Nature with regard to items on the agenda. Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2012 (Standing Order 13 (a) to (h))
3.	Open Forum for Public Participation (10 minutes) 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. (Standing Order 3 (d) to (k))
4.	Consideration of the minutes of the Finance Committee meeting of the 28th January 2021 <i>The minutes shall be agreed, and approval provided for the Chairman of the Committee to sign the minutes at a later date.</i>
5.	Matters Arising (for information only)
6.	Clerks Update.
(a)	Verbal update regarding the information circulated regarding the opening of the two additional bank accounts.
(b)	Consideration for quotes received for the replacement office photocopier. <i>Supporting documents will be available on the Cllrs portal on the website prior to the meeting.</i> Decision Required.
7.	To consider the below financial documents for January 2021. (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>No Statement received for January 2021</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.	To Approve accounts for January 2021. <i>Invoices shall be agreed to signed by the Chairman of the Committee at a later date.</i>
9.	Notice of refunds and invoices awaiting payment for January 2021. January Refunds due: None

	January Invoices sent by LPC awaiting payment: None				
10.	Contractual Payment for January 2021: January: None other than that stated under contractual payments for item 16.				
11.	Interest Received on Accounts after tax for January 2021:				
	From	For	Amount		
	Unity Trust Deposit Account	Interest received after tax	£	0.00	
	Santander Deposit Account	Interest received after tax	£	0.00	
	Total:		£	0.00	
12.	Receipts for Accounts for January 2021:				
	Receipts from	Receipts for	Total Value	Cleared in Account? (Y/N) at time of the agenda release	
	H J Paintin	Funeral Services	£ 940.00	Y	
	Total:		£ 940.00		
13.	Notice of refunds received for January 2021: January: LGPS CPF Finance Total Value: £4098.46				
14.	Bank Charges for January 2021: January:				
	From	For	Amount		
	Santander Deposit Account	Online banking fees	£	32.50	
	Optimum PPC	Monthly Fee	£	1.99	
	Total:		£	34.49	
15.	Accounts Summary as of 29th January 2021:				
	Unity Trust Current Account	£	49,155.56		
	Unity Trust Deposit Account	£	75,734.56		
	Santander Deposit Account	£	211,774.28		
	Optimum Pre-Paid Credit Card	£	682.95		
16.	To Approve accounts for Payment for the month of January 2021.				
	Invoice Number/ Reference	Payments to:	Method of Payment	Gross	Exc. VAT
		Retrospective Agreement Payments – <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
	135000281-921479	Amazon	BACS	£ 6.99	£ 5.82
	INV 520592253	Amazon	BACS	£ 12.26	£ 10.21
	INV 079	Local Handyman Services	BACS	£ 243.75	£ 243.75
	INV SB20203345	PKF Littlejohn	BACS	£ 480.00	£ 400.00
	INV 421408	One Com Ltd	DD	£ 136.06	£ 113.38
	INV LN18622	CBS Office Solutions	BACS	£ 521.58	£ 434.65
	INV 17418855283	HM Land Registry	PPC	£ 6.00	£ 6.00
	INV CCC297205120	CCC LGSS - Searches	PPC	£ 13.40	£ 13.40

	Monthly Instalments			
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 st 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
55771	Price Bailey	BACS	£ 108.00	£ 90.00
	Zoom Communications Inc	DDPPC	£ 14.99	£ 11.99
	Contractual payments <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	£ 1,296.00	£ 1080.00
SI-522	Herts and Cambs Grounds Maintenance	BACS	£ 528.00	£ 440.00
	Wages and HMRC			
	Wages	BACS	£ 4560.62	
	HMRC	BACS	£ 0.00	
	Pensions	BACS	£ 684.42	
	DWP DEA	BACS	£ 9.50	

17.

To Approve accounts for Payment for the month of February 2021.

Invoice Number/ Reference	Payments to:	Method of Payment	Gross	Exc. VAT
	Retrospective Agreement Payments – <i>Made to adhere to payment terms as stated in Standing Orders section 5 point 5.5.</i>			
INV270525	Broxap Ltd	BACS	£ 992.98	£ 826.90
SI-595	Herts & Cambs Grounds Maintenance	BACS	£ 1,410.00	£ 1,175.00
INV2363	CAPALC	BACS	£ 75.00	£ 75.00
INV 16860	Point Contact Hygiensis	BACS	£ 59.98	£ 49.65
INV 718177	Viking Direct	BACS	£ 39.38	£ 31.84
INV 078	Local Handyman Services	BACS	£ 117.80	£ 117.80
INV 2281161	Farnell Uk Ltd	BACS	£ 43.18	£ 35.98
INV 2279986	Farnell Uk Ltd	BACS	£ 4.36	£ 5.23
INV LIN19705	CBS Office Solutions	BACS	£ 59.92	£ 49.63
INV 723682	Viking Direct	BACS	£ 7.64	£ 5.99
INV 080	Local Handyman Services	BACS	£ 498.00	£ 498.00
	Monthly Instalments			
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 - January <i>(monthly instalment value)</i>	S/O	£ 100.00	£ 100.00
	Linton News - February <i>(monthly instalment value)</i>	S/O	£ 100.00	£ 100.00
3030125273	SCDC Rates Bill for 1 st 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
		Contractual payments <i>These may be paid in advance if required as per the Standing Orders section 4, 5.5b and 5.6.</i>			
	SI-563	Herts & Cambs Ground Maintenance	BACS	£ 1,296.00	£ 1080.00
	SI-577	Herts & Cambs Ground Maintenance	BACS	£ 528.00	£ 440.00
		Wages and HMRC			
		Wages	BACS	£ 4,478.22	£
		HMRC	BACS	£ 0.00	£
		Pensions	BACS	£ 712.57	£
		DWP DEA	BACS	£ 9.50	£
18.	Financial Correspondence				
(a)	Santander – Changes to Accounts Terms & Conditions. March correspondence item 11 refers. For Information.				
(b)	Unity Trust – Financial Services Compensation Scheme. March correspondence item 12 refers. For Information				
19.	Matters for future Consideration.				