

# LINTON PARISH COUNCIL

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



## Notice of meeting: Finance Committee Meeting

Time: 7:30pm

Date: Tuesday 24<sup>th</sup> November 2020

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/82545943410> **ALTERNATIVELY PUBLIC CAN EMAIL THE OFFICE**

**([enquiries@linton-pc.gov.uk](mailto:enquiries@linton-pc.gov.uk)) TO REQUEST AN INVITATION BY MONDAY 23<sup>rd</sup> November 2020 TO ALLOW FOR PARTICIPATION IN THE MEETING.**

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

OK.

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

Mrs Jenny Seaward – Clerk to Linton Parish Council  
Thursday 19<sup>th</sup> November 2020

1.	<b>Apologies for Absence</b>
2.	<b>Councillors' Declarations of Interest</b> 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.	<b>Open Forum for Public Participation (10 minutes)</b> 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.	<b>Consideration of the minutes of the Extra-Ordinary Finance Committee meeting of the 22<sup>nd</sup> October 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>
5.	<b>Matters Arising (for information only)</b>
6.	<b>Clerks Update.</b>
(a)	Consideration for an additional deposit account. <i>Correspondence items 123 and 124 refer. available on the Councillor portal of the website</i>
(b)	Update on removal of out of date information on Utility Trust Bank. <i>Verbal update from Clerk. For Information.</i>
(c)	Consideration of Precept 2021/2022 preparation documents. <i>Supporting documents available on the Councillor portal of the website. Open discussion and Response Required.</i>
7.	<b>To consider the below financial documents for October 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>October statement not yet received.</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 October 2020.</b> <i>Invoices shall be agreed to signed by the Chairman of the Committee at a later date.</i>
9.	<b>Notice of refunds and invoices awaiting payment for October 2020</b> <b>October Refunds due: None</b> <b>October Invoices sent by LPC awaiting payment: None</b>

10. **Contractual Payment for October 2020:**  
**October:** None other than that stated under contractual payments for item 16.

11. **Interest Received on Accounts after tax for October 2020:**  
**October:**

From	For	Amount
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. **Receipts for Accounts for October 2020:**

Receipts from	Receipts for	Total Value	Cleared in Account? (Y/N) at time of the agenda release
Cambridge Rutherford	Donation to Village bulbs project	£ 100.00	Y
SCDC		£ 421.00	Y
Eastern Power Network		£ 23.00	Y
<b>Total:</b>		<b>£ 544.00</b>	

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

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

From	For	Amount
Santander Deposit Account	Online banking fees	£ 32.50
Unity Trust Current Account	Service Charge	£ 0.00
<b>Total:</b>		<b>£ 32.50</b>

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

Unity Trust Current Account	£	87,454.68
Unity Trust Deposit Account	£	25,734.56
Santander Deposit Account	£	211,871.78
Optimum Pre-Paid Credit Card	£	887.92

16.

To Approve accounts for Payment for the month of October 2020				
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>			
150071	Hundred Parishes Society	BACS	£ 10.00	£ 10.00
69139	Open Spaces Society	BACS	£ 45.00	£ 45.00
IN060	Local Handyman Services	BACS	£ 128.50	£ 128.50
SI-729	Pest Right Ltd	BACS	£ 126.00	£ 105.00
INV324441320	Amazon – Stationery	BACS	£ 16.14	£ 13.45
INV1186614235	Amazon – Stationery	BACS	£ 27.98	£ 23.32
INV 2238	CAPALC	BACS	£ 300.00	£ 300.00
1071 4533 58	Cambridge Water	BACS	£ 89.20	£ 89.20
S3233A	National Allotment Society	BACS	£ 66.00	£ 55.00

IN062	Local Handyman Services	BACS	£ 88.50	£ 88.50
IN064	Local Handyman Services	BACS	£ 35.00	£ 35.00
IN061	Local Handyman Services	BACS	£ 20.00	£ 20.00
IN063	Local Handyman Services	BACS	£ 65.00	£ 65.00
INV151810101	Amazon (PPE VAT exempt)	BACS	£ 8.75	£ 8.75
INV336935011	Amazon - Stationery	BACS	£ 14.48	£ 12.06
IN065	Local Handyman Services	BACS	£ 39.50	£ 39.50
INV100028561	Amazon - Phones	BACS	£ 59.75	£ 49.79
INV 3249	Koala Creative – Website	BACS	£ 180.00	£ 150.00
377525	One Com Ltd	DD	£ 136.06	£ 113.38
LN18363	CBS Office Solutions	BACS	£ 109.15	£ 90.96
232346	Kompan Ltd	BACS	£ 369.60	£ 308.00
SM22336	Rialtas	BACS	£ 312.00	£ 260.00
INV 134052511	Amazon - Sanitiser	BACS	£ 39.98	£ 33.32
INV 16542	Point Contact Hygienesis	BACS	£ 65.81	£ 54.84
	<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
53001	Price Bailey Payroll Services	BACS	£ 108.00	£ 90.00
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 <i>(Monthly instalment value)</i>	DD	£ 472.00	£ 472.00
	<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-401	Herts and Cambs Grounds Maintenance	BACS	£ 1,180.00	£ 983.33
SI-393	Herts and Cambs Grounds Maintenance	BACS	£ 456.00	£ 380.00
SI-388	Chris Markham H&G Services Sept	BACS	£ 678.50	£ 678.50
SI-386	Chris Markham H&G Services Sept	BACS	£ 87.50	£ 87.50
SI-387	Chris Markham H&G Services Oct	BACS	£ 678.50	£ 678.50
SI-389	Chris Markham H&G Services	BACS	£ 87.50	£ 87.50
	<b>Wages and HMRC</b>			
	Wages	BACS	£ 5,144.37	
	HMRC	BACS	£ 0.00	
	Pensions	BACS	£ 643.53	
	DWP DEA	BACS	£ 9.50	

17.

**To Approve accounts for Payment for the month of November 2020**

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>			
SI-759	Pest Right Limited	BACS	£ 126.00	£ 105.00
INV 2286	CAPALC	BACS	£ 30.00	£ 30.00
INV 20218	Itexs Ltd – IT Upgrade	BACS	£ 108.00	£ 84.00
INV 423001755410	CCC – Street Lighting	BACS	£ 3833.13	£ 3833.13
SI-424	Chris Markham H&G Services	BACS	£ 180.00	£ 180.00
31192597	Royal British Legion	PPC	£ 100.00	£ 100.00
15338524900	Land Registry - World Pay	PPC	£ 6.00	£ 6.00
INV 105285421	Amazon - Pumps for HS Station	BACS	£ 24.95	£ 20.79
IN066	Local Handyman Services - Tree works	BACS	£ 368.00	£ 368.00
IN067	Local Handyman Services - Tree works	BACS	£ 225.00	£ 225.00
IN068	Local Handyman Services - repairs	BACS	£ 32.00	£ 32.00
IN069	Local Handyman Services - Playground	BACS	£ 30.00	£ 30.00
114.19	CN Historic	BACS	£ 720.00	£ 720.00
114.20	CN Historic	BACS	£ 750.00	£ 750.00
114.21	CN Historic	BACS	£ 600.00	£ 600.00
114.22	CN Historic	BACS	£ 1,095.00	£ 1,095.00
25.10.2020	Shine Window Cleaning Services	BACS	£ 50.00	£ 50.00
LN18454	CBS Office Solutions	BACS	£ 420.54	£ 350.45
LN18280	CBS Office Solutions (Late Invoice)	BACS	£ 70.22	£ 58.52
	<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
54656	Price Bailey Payroll Services (Sept)	BACS	£ 108.00	£ 90.00
551	Price Bailey Payroll Services (Oct)	BACS	£ 108.00	£ 90.00
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
Increase of £380 Only 7 instalments Normally £221	Trade Waste Collection, Linton Cemetery, Back Road & Village Bins <i>(Monthly instalment value)</i>	DD	£ 472.00	£ 472.00
	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-417	Chris Markham H&G Services	BACS	£ 678.50	£ 678.50

SI-418	Chris Markham H&G Services	BACS	£ 87.50	£ 87.50
	<b>Wages and HMRC</b>			
	Wages	BACS	£	5172.00
	HMRC	BACS	£	0.00
	Pensions	BACS	£	705.72
	DWP DEA	BACS	£	9.50
<b>18.</b>	<b>Matters for future Consideration.</b>			