

Bassingbourn cum Kneesworth Parish Council

Finance Committee

Minutes of Meeting held on 3rd March 2020

Present :- Cllrs Douglas, Hallett, and Leith.

Also present were Cllrs Catherall, Freeman and Oakley.

Mrs V. Tookey was in attendance as Clerk and Mrs B Isherwood in attendance as RFO

One member of the public for the public session, representing the Football Club who conveyed offer to help with the pavilion clearance.

1	Apologies for absence were received from Cllr Hodge due to annual leave and Cllr Sams due to work commitment. Cllr Douglass took the chair.																																																				
2	Declarations of Interests relating to items on the agenda and dispensations :- none were recorded.																																																				
3	Minutes of Finance Committee Meeting held on 4th February 2019 were signed as agreed on Cllr Hallett, seconded Cllr Leith with the amendment that District Cllr Cathcart was not present.																																																				
4	<p>Financial Matters:- <u>4.1 Authorisation of Payments</u> The following payments were passed for payment on proposition of Cllr Hallett, seconded Cllr Leith.</p> <table border="1"> <thead> <tr> <th>Company</th> <th>Description of Work/Goods</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>V Tookey</td> <td>Clerk's salary for Feb 20</td> <td>1,037.13</td> </tr> <tr> <td>V Tookey</td> <td>Clerk's Working from Home allowance 4 weeks</td> <td>16.00</td> </tr> <tr> <td>B Isherwood</td> <td>RFO's salary for Feb 20</td> <td>727.14</td> </tr> <tr> <td>B Isherwood</td> <td>RFO's Working from Home allowance 4 weeks</td> <td>16.00</td> </tr> <tr> <td>B Isherwood</td> <td>6 x Display Boards for APM and other uses</td> <td>505.20</td> </tr> <tr> <td>B Isherwood</td> <td>£20. mobile top-up, £11.52 stamps, £2.95 soap x Pavilion</td> <td>34.47</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>585.43</td> </tr> <tr> <td>AV Home Improvements</td> <td>To supply & fit 2 padlocks & hasps</td> <td>1 16.04</td> </tr> <tr> <td>Viking</td> <td>Stationery</td> <td>149.99</td> </tr> <tr> <td>D & S Cleaning Services</td> <td>Deep clean of Pavilion changing rooms</td> <td>200.00</td> </tr> <tr> <td>The Village Voice</td> <td>Anti-social behaviour leaflets commissioned by BKPC</td> <td>14.95</td> </tr> <tr> <td>Groundwork UK</td> <td>End of grant payment back to Groundwork UK - NH Plan</td> <td>1,600.00</td> </tr> <tr> <td>SLCC</td> <td>Webinar session for Clerk - Community based energy projects</td> <td>72.00</td> </tr> <tr> <td>CAPALC</td> <td>Capalc affiliation fee & DPO scheme</td> <td>690.13</td> </tr> <tr> <td>Holcroft Services</td> <td>Lifting and re-laying of paving slabs outside Pavilion</td> <td>108.00</td> </tr> <tr> <td></td> <td></td> <td style="border-top: 1px solid black;">5,872.48</td> </tr> </tbody> </table> <p><u>4.2 Unity Trust Account/current account/savings accounts update</u> RFO requested that the Barclays Business Premium Accounts be closed and moved into the Barclays current account. Sums of £168.21 and £65,693.68.</p>	Company	Description of Work/Goods	Total	V Tookey	Clerk's salary for Feb 20	1,037.13	V Tookey	Clerk's Working from Home allowance 4 weeks	16.00	B Isherwood	RFO's salary for Feb 20	727.14	B Isherwood	RFO's Working from Home allowance 4 weeks	16.00	B Isherwood	6 x Display Boards for APM and other uses	505.20	B Isherwood	£20. mobile top-up, £11.52 stamps, £2.95 soap x Pavilion	34.47	HMRC	PAYE	585.43	AV Home Improvements	To supply & fit 2 padlocks & hasps	1 16.04	Viking	Stationery	149.99	D & S Cleaning Services	Deep clean of Pavilion changing rooms	200.00	The Village Voice	Anti-social behaviour leaflets commissioned by BKPC	14.95	Groundwork UK	End of grant payment back to Groundwork UK - NH Plan	1,600.00	SLCC	Webinar session for Clerk - Community based energy projects	72.00	CAPALC	Capalc affiliation fee & DPO scheme	690.13	Holcroft Services	Lifting and re-laying of paving slabs outside Pavilion	108.00			5,872.48	BI
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<p>Also to close the Santander account (cheque required to BcK Parish Council) sum of £41,412.88. This would mean that Council will have two savings accounts with the ability to transfer money into and out of the main Unity Trust account. RFO wishes to have one account specifically for S106 monies. Signatories to action this as soon as possible. On proposition of Cllr Douglass, seconded Cllr Hallett it was agreed that these actions be taken.</p> <p><u>4.3 Letter from resident re Budget</u> Committee had viewed the correspondence from resident. Clerk and RFO had collated response to the various queries. Chairman and Cllr Hallett reminded committee that it had been the view that future communications would be addressed by the clerk. Following further discussion Cllrs Leith, Catherall and Douglass offered to offer to meet with Resident.</p> <p><u>4.4 Quotes for noticeboards</u> Following further perusal of the quotations it was agreed to replace the boards on the Causeway (opposite 260) and on The Belle Wall. This was proposed Cllr Hallett, seconded by Cllr Douglas. The quotation accepted was from Shelley Signs. Discussion on other noticeboards including one outside 149 Old North Road which was originally the parish councils, but not on the Asset Register. Clerk to investigate use of the one outside 18 South End, also to ascertain if repairs can be made to the one outside the shop.</p> <p><u>4.5 Play area repairs</u> Clerk reported that the bubble spinner on South End recreation ground requires repairs. Cllr Dixon is endeavouring to acquire spare parts from Proludic so that Playfix could repair.</p> <p><u>4.6 Seat repairs</u> Clerk reported that repairs were in progress to the seats that were perceived a h & s risk, and that there was now an ongoing programme of maintenance. Clerk further reported that at some stage council would need to agree programme of renovating the bases of the seats. There is also a seat to be removed along Brook Road which could be actioned when the excavator is on site for works to the War Memorial.</p> <p><u>4.7 Approval to purchase seating for play areas (S106 monies)</u> RFO was gathering prices for seats to go in the play areas at Elbourn Way, Park Close and South End recreation ground. Discussion as to whether to have concrete base or rubber surfacing. The RFO hoped to have all prices ready to go to full council. She further reported that Butterfield Drive S106 monies would be allocated towards the provision of these seats.</p>	<p>SS/ ED / MH</p> <p>RL/ PC/ ED</p> <p>BI</p> <p>VT</p> <p>SD</p> <p>VT</p> <p>BI</p>
<p>There being no further business the meeting was closed at 8.25 pm</p> <p>Signed 7th April 2020</p>	

Dates of Next Meetings: –

Amenities Committee :2020 – 8th April; 13th May; 10th June; 8th July; 12th August; 9th September; 14th October; 11th November; 9th December.

Finance : Planning:- 2020 - 7th April; 5th May; 2nd June; 7th July; 4th August; 1st September; 6th October; 3rd November; 1st December.

Main Council:- 17th March; 21st April; **28th April A.P.M.** ; 19th May (plus Annual Meeting) ; 16th June; 21st July; 18th August;15th September; 20th October; 17th November; 15th December