

Bassingbourn-cum-Kneesworth Parish Council

Minutes of Finance Committee meeting held on 3rd December 2019

Present: Councillors Sams (Chairman), Hallett, Hodge, Leith, Sams, Spenceley. Also, District Councillor Cathcart and two members of the public. Mrs V Tookey in attendance as Clerk, and Mrs B Isherwood in attendance as RFO. Cllr Dixon for items 5.2 onwards.

1	Apologies for absence were received from Cllrs Hirtzel and Ridsdale due to work commitments.																																					
2	Declarations of Interests relating to items on the agenda and dispensations – none were recorded.																																					
3	Minutes of Finance Committee Meeting held on 1st October 2019 were signed as agreed on proposition of Cllr Leith, seconded Cllr Hallett.																																					
4	Minutes of Finance Committee Meeting held on 5th November 2019 were signed as agreed on proposition of Cllr Douglass, seconded Cllr Hallett.																																					
5	<p>Financial Matters:-</p> <p><u>5.1 RFO Report</u> – The RFO reported that the Unity Trust bank account has been opened. The Account has two users (Clerk and RFO) and Cllrs Douglass, Sams and Hallett are the signatories. She further reported that she has set herself the deadline of 1st January to have all data entered onto “Scribe” – the bespoke local authority software. This would then enable a variety of reports to be presented to Council. Again the system has two users (Clerk and RFO) with Cllrs Sams and Hallett having “read only” access. Cllr Dixon arrived at 7.40 pm.</p> <p><u>5.2 Authorisation of Cheques</u> – the following cheques were approved for payment on the proposition of Cllr Hallett, seconded Cllr Hodge.</p> <table> <tr> <td>V Tookey Clerk</td> <td>Salary</td> <td>£1,037.33</td> <td></td> </tr> <tr> <td>V Tookey Clerk</td> <td>Working from home allowance 4/11/19-02/12/19</td> <td>£16.00</td> <td>BI</td> </tr> <tr> <td>B Isherwood RFO</td> <td>Salary</td> <td>£727.34</td> <td></td> </tr> <tr> <td>B Isherwood RFO</td> <td>Working from home allowance 4/11/19-02/12/19</td> <td>£16.00</td> <td></td> </tr> <tr> <td>B Isherwood</td> <td>Postage</td> <td>£8.46</td> <td></td> </tr> <tr> <td>HMRC 30.11.19</td> <td>PAYE /NIC</td> <td>£585.83</td> <td></td> </tr> <tr> <td>Viking Direct 433309</td> <td>Printer cartridges (Clerk)</td> <td>£43.49</td> <td></td> </tr> <tr> <td>BcK Parish Council</td> <td>Transfer from Barclays Current a/c to Unity Trust a/c</td> <td>£40,000.00</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL : £42,434.45</td> <td></td> </tr> </table> <p><u>5.3 Purchase of Dual use Litter Bin for Recreation Ground</u> Following Council’s request, Clerk presented quotation of £548 for supply and installation of an additional bin for the Recreation Ground. This would be a dual bin to include a recycling section. On proposition of Cllr Hodge, seconded Cllr Leith it was agreed to order the dual bin which is to be sited in the area of the circular bench. It was further agreed that SCDC should be supporting the Councils re-cycling initiative by ensuring that the collection is not mixed.</p> <p><u>5.4 Agreement to obtain quotes for :-</u></p>	V Tookey Clerk	Salary	£1,037.33		V Tookey Clerk	Working from home allowance 4/11/19-02/12/19	£16.00	BI	B Isherwood RFO	Salary	£727.34		B Isherwood RFO	Working from home allowance 4/11/19-02/12/19	£16.00		B Isherwood	Postage	£8.46		HMRC 30.11.19	PAYE /NIC	£585.83		Viking Direct 433309	Printer cartridges (Clerk)	£43.49		BcK Parish Council	Transfer from Barclays Current a/c to Unity Trust a/c	£40,000.00		TOTAL : £42,434.45				
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	<p><u>5.4.1 Cemetery Driveway</u> – Clerk and Cllrs Catherall and White had inspected the driveway and considered that repairs would be required. It was agreed quotes be obtained.</p> <p><u>5.4.2 Exterior repainting of the Cemetery Lodge</u> – Again it was agreed that quotes be obtained with a view to the work being undertaken in the spring.</p> <p><u>5.4.3 Kerbway to the Lodge rear entrance</u> – Clerk explained that there was inconsistency in the height of the kerbing to the driveway. Again, it was agreed that quotations be sought for remedial works.</p> <p><u>5.4.4 New signage for some play areas and Cemetery</u> – Clerk to agree with Chairman of Amenities Committee any signage requirements for the play areas and Cemetery. Cllr Sams has artwork which will be used to give a uniform style throughout the village. The artwork needs to be added to the Asset Register. Cllr Leith raised the question of delegation of work to the Clerk regarding sourcing of quotations. The Traffic and Travel Working Group were now being advised by CCC to obtain quotations from other CCC accredited sources. It was agreed that in the future the Clerk would obtain quotes for any works requiring consideration, which the committees and working groups were putting forward.</p>	
6	<p>Precept Setting <u>6.1 Consideration of draft Precept</u> The Officers had met with the Chairman to prepare a working draft of precept requirements which had been circulated. Councillors took the opportunity to question the detail and review amounts allocated under the budget headings, re-allocating as appropriate. RFO explained the difference between the three reserves headings and also that Councils were being advised to build, and hold a reserve of 50% of the precept against risk. The small project reserves may be spent in 2020/21 year or moved back into the precept for a small project. The Depreciation of Assets will need to be built up each year. RFO to redraft the precept requirements in readiness for further discussion at the December meeting of the full council. It is noted that the precept requirement must be submitted immediately following the 21st January meeting of the Full Council.</p>	All
7	<p>The Limes District Cllr Cathcart reported that the freehold was only likely to be available for discussion at market value and that a lease at a peppercorn rent would be the better deal.</p>	
	<p>There being no further business the meeting closed at 8.35 pm</p> <p>Signed Chairman 7th January 2020</p>	

Date of Next Meetings: –

2020

7th January; 4th February; 3rd March; 7th April; 5th May; 3rd June; 7th July;
4th August; 1st September; 6th October; 3rd November; 1st December