

Bassingbourn cum Kneesworth Parish Council

Finance Committee

Dear Councillor

I hereby give you notice that a meeting of the Finance Committee will be held
On Tuesday 2nd February 2021 at 7.30pm virtually.

Joining instructions for zoom : ID:833 0999 3918 Password: 770388

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Committee members are: Cllrs Sams (Chairman), Hallett, Douglass, Hodge, Leith, Spenceley and Wakefield.

The Council welcomes members of the public to its meetings. At the beginning of the meeting, for no longer than 15 minutes, members of the public may contribute their views and comments to the Parish Council. Joining the meeting details as above. (Please ensure that your camera is turned off when the meeting begins).

Dated 28th January 2021

Barbara Isherwood

Responsible Financial Officer to the Council

1	To receive and approve apologies for absence				
2	To receive any Declarations of Interest and Dispensations (members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances) a)To receive declarations of interest from councillors on items on the agenda. b)To receive written requests for dispensations for disclosable pecuniary interests (if any) c)To grant any requests for dispensation as appropriate	All			
3	Minutes of Finance Committee meeting held on 12 th January 2021 (previously circulated) to be approved	All			
4	RFO report I am waiting to confirm the new email addresses and get them to Councillors before 'going live' with the new website and gov.uk. Cllr Hallett assisting me with this process. The precept requirement for 2021 2022 has been received by SCDC. Will be processing the VAT return in February.	RFO			
5. To approve payments set out below					
Contractor	Invoice No	Date	Net	VAT	Gross
HMRC	126PD00105696	31.01.21	457.68	0.00	457.68
Scribe	1501	29.01.21	668.00	133.60	801.60
Swiftclean	035153	26.01.21	193.50	38.70	232.20
SLCC - Conference	BK200401	22.01.21	75.00	15.00	90.00
SLCC - Committees etc.	BK200400	22.01.21	15.00	3.00	18.00
			£1,409.18	£ 190.30	£1,599.48

RFO to the Parish Council
c/o The Clerk, 36 The Causeway, Bassingbourn SG8 5LG
E-mail: rfo@bassingbourn.org

6	<ul style="list-style-type: none"> To discuss the email regarding a donation to a new children's group called Bassingbourn Nature Rangers to be set up in the Village (emails sent to all councillors previously) 	All
7	<ul style="list-style-type: none"> To discuss the way forward with regard to RFO and Clerk's paying for items for parish council work 	All
8	<ul style="list-style-type: none"> Using the net report from Scribe (sent to Councillors previously), to discuss the virement of budgets from one to another and then to the Full Council for approval. Suggestions from RFO are:- Move £900.00 from Book Café to Coronavirus Fund Donate the £105.00 under Remembrance Day items to Royal British Legion Move £2981.50 from Christmas Fund to General Admin & Training Move £620.00 for Room Hire to Postage & Stationery Move £2000.00 Election costs to BKPC Pavilion budget Move £2716.00 from Youth Projects to Signage and Software budgets (£2315.50 Signage, £400.48 Software) - leaving £2284.00 for Youth 	All
9	<ul style="list-style-type: none"> To agree and approve the quote for removal / felling of Horse Chestnut tree in recreation ground (paper attached). 	All

Date of Next Finance Meeting: 2nd March 2021

Finance : Planning:- 2021 - 2nd March 21, 6th April 21, 4th May 21, 1st June 21, 6th July 21, 3rd August 21, 7th September 21, 5th October 21, 2nd November 21, 7th December 21

Main Council:- 2021 19th January 21, 16th February 21, 16th March 21, 20th April 21, 18th May 21 – Annual Meeting of the Parish Council, 15th June 21, 20th July 21, 17th August 21, 21st September 21, 19th October 21, 16th November 21, 21st December 21.