

Bassingbourn-cum-Kneesworth Parish Council

Finance Committee

Held Virtually

Minutes of Meeting held on Tuesday 5th May 2020

Present: Councillors Sams (Chairman), Douglass, Hallett, Hodge, Spenceley and together with Councillors Catherall, Davis & Freeman.

Mrs V Tookey was in attendance as Clerk and Mrs B Isherwood as RFO and minute taker. One member of the public was in attendance.

Meeting began at: 19.35

1	Apologies for absence received from Cllr Jack White (internet problems), Cllr Richard Leith and Cllr Hilary Hodge (for first part of meeting).																																																																					
2	Declaration of Interests none declared.																																																																					
3	To approve Minutes of Meeting held on Tuesday 7 th April 2020 having been previously circulated and will be signed once the Coronavirus epidemic has passed. Cllr Douglass proposed, Cllr Hallett seconded, all approved.																																																																					
4	<p>RFO Report</p> <p><u>4.1 RFO Report</u></p> <p>The RFO told the meeting that she has spent the past month collating the end of year finances, putting onto Scribe and familiarising herself with this process as it is new to her and the Council, all done by 29th April. Report circulated with documents for this meeting and to be approved at next full council meeting. She has been proactively creating a financial report covering the past 5 years of the Pavilion spend and income which was also circulated before the meeting.</p> <p>4.2 Authorisation of Payments: Proposed Cllr Sams, seconded Cllr Hallett, all approved.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Company</th> <th style="text-align: left;">Inv Date</th> <th style="text-align: left;">Description of Work/Goods</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>V Tookey</td> <td>30.04.20</td> <td>Clerk's salary</td> <td style="text-align: right;">1,037.33</td> </tr> <tr> <td>V Tookey</td> <td>30.04.20</td> <td>Clerk working from home</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td>B Isherwood</td> <td>30.04.20</td> <td>RFO salary (change in tax code)</td> <td style="text-align: right;">856.30</td> </tr> <tr> <td>B Isherwood</td> <td>30.04.20</td> <td>RFO working from home</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td>B Isherwood</td> <td>01.04.20</td> <td>Payment for Zoom Pro in order to hold council meetings virtually</td> <td style="text-align: right;">119.90</td> </tr> <tr> <td>HMRC</td> <td>31.03.20</td> <td>NI/PAYE</td> <td style="text-align: right;">452.49</td> </tr> <tr> <td>CCC</td> <td>22.04.20</td> <td>Annual Rent for the Rouses</td> <td style="text-align: right;">55.00</td> </tr> <tr> <td>EON (estimated)</td> <td>23.04.20</td> <td>Pavilion electricity</td> <td style="text-align: right;">84.33</td> </tr> <tr> <td>Payments from grant (Corona)</td> <td>30.04.20</td> <td>1 x payment</td> <td style="text-align: right;">16.16</td> </tr> <tr> <td>Payments from grant (Corona)</td> <td>30.04.20</td> <td>1 x payment</td> <td style="text-align: right;">60.82</td> </tr> <tr> <td>LCR</td> <td>05.05.20</td> <td>Subscription to magazine for Clerk (Nalc)</td> <td style="text-align: right;">17.00</td> </tr> <tr> <td>Herts & Cambs</td> <td>29.04.20</td> <td>Playground checks, grass cutting & verges</td> <td style="text-align: right;">1,458.33</td> </tr> <tr> <td>Herts & Cambs</td> <td>29.04.20</td> <td>Watering grass at Elbourn Way play area x 8 @ £80.00</td> <td style="text-align: right;">640.00</td> </tr> <tr> <td>Herts & Cambs</td> <td>29.04.20</td> <td>Spray around cemetery, tidy paths & graves</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td>Herts & Cambs</td> <td>09.04.20</td> <td>Remove bubble spinner, fence off, repair to bent swing & basket swing</td> <td style="text-align: right;">270.00</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">5,227.66</td> </tr> </tbody> </table>	Company	Inv Date	Description of Work/Goods	Amount	V Tookey	30.04.20	Clerk's salary	1,037.33	V Tookey	30.04.20	Clerk working from home	20.00	B Isherwood	30.04.20	RFO salary (change in tax code)	856.30	B Isherwood	30.04.20	RFO working from home	20.00	B Isherwood	01.04.20	Payment for Zoom Pro in order to hold council meetings virtually	119.90	HMRC	31.03.20	NI/PAYE	452.49	CCC	22.04.20	Annual Rent for the Rouses	55.00	EON (estimated)	23.04.20	Pavilion electricity	84.33	Payments from grant (Corona)	30.04.20	1 x payment	16.16	Payments from grant (Corona)	30.04.20	1 x payment	60.82	LCR	05.05.20	Subscription to magazine for Clerk (Nalc)	17.00	Herts & Cambs	29.04.20	Playground checks, grass cutting & verges	1,458.33	Herts & Cambs	29.04.20	Watering grass at Elbourn Way play area x 8 @ £80.00	640.00	Herts & Cambs	29.04.20	Spray around cemetery, tidy paths & graves	120.00	Herts & Cambs	09.04.20	Remove bubble spinner, fence off, repair to bent swing & basket swing	270.00				5,227.66	
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	<p>4.3 Bank accounts update – the RFO read out the bank account amounts and the Councillors discussed the present arrangements for administering the Barclays accounts which is to be changed to allow the RFO to do this. Cllr Douglass is liaising with the RFO to get this done soon. There will still be 2 authorisation signatures required for all transactions.</p>	<p>Cllr Douglass /RFO</p>																																	
	<p>4.4 End of year closure of finance documents (circulated) – the meeting approved the documents to be presented at the full council meeting for approval.</p>	<p>All</p>																																	
	<p>4.5 Actual pavilion budget to date, taking into consideration all costs and monies received over the past 5 years – this has been circulated previously. The costs in red to be charged to the football club was explained by Cllr Freeman as having either been paid already (BKPC have no records showing this) explained the RFO or cuts not required (as in the extra cuts of the sports ground in the recreation ground) having not been requested by the football club and that they had paid for any extra cuts directly to the grounds maintenance company. The RFO explained there were also no records to show payments for the football club hiring fees to the Parish council after 2017 and asked Cllr. Freeman if he can obtain the football club’s records to confirm these had been paid and to whom they were paid. The spray was for weed killer which should be done as a matter of course each 2 years – Clerk to look at the schedule for maintenance of the recreation ground. Installation of the boiler – the documents were left in a drawer in the kitchen of the pavilion but not found by Clerk & RFO when they tidied and cleaned in February. RFO asked for copies and will telephone the contractor for them. Goal posts are insured by the football club Cllr. Freeman confirmed and their total value is £3980.00. TV licence was paid to Rupert Webb who has now left the area and took the details of the account (not BKPC) with him. Cllr. Sams thanked the RFO for putting the spreadsheet together.</p>	<p>RFO</p>																																	
	<p>4.6 Coronavirus update. The RFO asked the Council for approval to pay the volunteers straight away from funds rather than having to wait for the meetings. This was proposed by Cllr. Hallett, seconded by Cllr. Douglass, all approved. An extra pot from s137 funds was suggested by County Cllr. Van de Ven as has happened in nearby villages. The RFO will put together a suggested budget for the next meeting of the full council for consideration by the council. Cllr. Hallett suggested a limit for the amounts spent from the Coronavirus grant/s137 pot – to be decided at the full council meeting.</p>	<p>All</p>																																	

There being no further business the meeting was closed at: 20.20

Signed..... (Chairman) after the Coronavirus epidemic.