

# 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 4<sup>th</sup> August 2020 at 7.30pm virtually followed by Planning.**

**Joining instructions for zoom :ID 752 1939 1807 Password: 2HME7t**

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.

*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.*

Dated the 30<sup>th</sup> July 2020

*Barbara Isherwood* - RFO to the Parish Council

<b>1</b>	<b>Apologies for Absence</b>					
<b>2</b>	<b>Declarations of Interests relating to items on the agenda and dispensations</b>					All
<b>3</b>	<b>Minutes of Finance Committee</b> meeting held on 7 <sup>th</sup> July 2020 (previously circulated) to be approved					All
<b>4</b>	<b>RFO report</b> – the RFO has completed the AGAR paperwork for the audit. She has had the internal audit completed, published the Notice of Public Rights on the website. The quarterly budget report for end of June is attached to this agenda. <ul style="list-style-type: none"><li>RFO would like the Council’s approval to delete all financial records on the website from 2007 to 2012, ensuring she keeps an electronic copy for information purposes.</li></ul>					RFO
<b>5</b>	<b>Authorisation of payments</b> to be approved					All
	<b>Contractor</b>	<b>Invoice No</b>	<b>Date</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
	HMRC	126PD00105696	31.07.20	452.69	0.00	452.69
	Herts & Cambs Grounds Maint Grass cutting and playgrounds July	251	24.07.20	1458.33	291.67	1750.00
	Canalbs Ltd	0385	21.07.20	274.80	0.00	274.80
	CCC – LHI Guise Lane works	423001590880	21.07.20	2000.00	0.00	2000.00
	CCC – Final street lighting charges 01.10.19 – 24.12.19	423001591261	22.07.20	758.40	0.00	758.40
	Mynott Associates	836	20.07.20	375.00	75.00	450.00
	Viking Direct – printer ink & paper	668851	27.07.20	80.44	16.09	96.53
	Holcroft Services – emergency repair to manhole cover - Pavilion	175337	26.07.20	65.00	0.00	65.00
	Holcroft Services – making safe metal stump in Rec play area & installation of cable ties to deter birds from sitting above swings.	175335	17.07.20	264.00	0.00	264.00

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Holcroft Services – refurbishment of bench in rec, slat repair etc.	175334	17.07.20	499.00	0.00	499.00
ICO subscription for approval only – DD to be taken annually of £40.	A8721714		40.00	0.00	40.00
Swiftclean – monitoring services Pavilion	033103	24.07.20	193.50	38.70	232.20
		<b>Totals</b>	<b>£6,461.16</b>	<b>£ 421.46</b>	<b>£6,882.62</b>
<b>6</b>	<b>To Record the following:</b> In agreement with the Chairman of the Finance committee the following budgetary alterations: <ul style="list-style-type: none"> <li>Recreation/Playground Areas (£10,000.00) to be split as Recreation Ground grass cutting £3750.00 and Playground Area grass cutting/maintenance/inspections £6250.00.</li> <li>Repairs &amp; Village Maintenance budget (£10,000.00) split £7000.00 general repairs/maintenance and £3000.00 Pavilion upkeep costs.</li> <li>Street Lighting budget (£9000.00) with realistic figures to hand will now be £4000.00 and vire across £5000.00 for tree works (not allocated in budget) but already £4400.00 spent, and vire across from General Reserves another £5000.00 for emergency tree works and that mentioned in the survey.</li> </ul>				BI
<b>7</b>	<b>Cemetery Lodge and Cemetery Area in general</b> and in light of the tenants seeking a further year's tenancy: Budget to date is: £23473.00 plus predicted income for remainder of year is £6500.00 which we can keep for emergencies. <ul style="list-style-type: none"> <li>Propose works to upgrade the driveway is agreed at PC meeting looking at long-term investment.</li> <li>To look at what is required to keep the Cemetery Lodge &amp; Chapels in a good condition as per the Auditor's report – Health &amp; Safety a priority.</li> </ul>				All

### **Date of Next Finance Meeting: – 1<sup>st</sup> September 2020**

Amenities Committee :2020 – 12<sup>th</sup> August; 9<sup>th</sup> September; 14<sup>th</sup> October; 11<sup>th</sup> November; 9<sup>th</sup> December.

Finance : Planning:- 2020 - 4<sup>th</sup> August; 1<sup>st</sup> September; 6<sup>th</sup> October; 3<sup>rd</sup> November; 1<sup>st</sup> December.

Main Council:- 2020 – 21<sup>st</sup> July; 18<sup>th</sup> August; 15<sup>th</sup> September; 20<sup>th</sup> October; 17<sup>th</sup> November; 15<sup>th</sup> December