

# Bassingbourn-cum-Kneesworth Parish Council

## Finance Committee

### Held Virtually

#### Minutes of Meeting held on Tuesday 7<sup>th</sup> July 2020

Present: Councillors Sams (Chairman), Douglass, Hallett, Hodge and together with Councillors Leith and Davis.

Mrs B Isherwood was in attendance as RFO and minute taker. No members of the public were in attendance.

Meeting began at: 19.32

1	<b>Apologies for absence</b> – Cllr. White was having internet problems and sent his apologies.	
2	<b>Declaration of Interests</b> none declared.	
3	<b>To approve Minutes of Meeting</b> held on Tuesday 2 <sup>nd</sup> June 2020 having been previously circulated and will be signed once the Coronavirus epidemic has passed. Cllr Douglass proposed, Cllr Hallett seconded, all approved.	
4	<b>RFO Report:</b> The RFO reported that she has been working on the accessibility issues for the website and also on the AGAR and is preparing for the auditor's visit on 22 <sup>nd</sup> July. The payments sheet has altered in order that it can be read clearly on the website as instructed under the website accessibility guidance. Cllr Hodge voiced her concerns over the amount of time the RFO and Clerk are spending in responding to enquiries from both the public and Councillors and in doing so, it was taking them away from the work they should be doing.	
5	<b>Authorisation of payments: Cllr Douglass proposed, Cllr Hodge seconded, all in favour.</b>	

Contractor	Invoice No	Date	Net	VAT	Gross
Salaries		30.06.20	1893.43	0.00	1893.43
Working from Home		30.06.20	48.00	0.00	48.00
HMRC	126PD00105696	30.06.20	452.69	0.00	452.69
Herts & Cambs Grounds Maint Grass cutting and playgrounds May and June	128, 190	28.05.20 & 26.06.20	2916.66	583.34	3500.00
The Print Works – Leaflet coronavirus	2777	28.06.20	125.00	0.00	125.00
M Hallett – Maps from Hello Print	2099761	19.06.20	160.95	0.00	160.95
Red Shoes – payroll services	5150	29.06.20	60.00	12.00	72.00

Morelock –pro-forma for 5 more fixing kits for road sign	19423	29.06.20	250.00	50.00	300.00
Annual payment for Parish Council items published in the Village Voice for 2020/2021	0096	22.06.20	2000.00	0.00	2000.00
NBB Recycled Furniture – pro-forma for picnic benches	127626	12.02.20	3430.00	686.00	4116.00
Viking Direct – printer ink & paper	425498	22.06.20	79.86	15.97	95.83
Brown & Lee – Full survey of Limes	4055	16.06.20	575.00	115.00	690.00
Swiftclean – monitoring services Pavilion	032877	22.06.20	193.50	38.70	232.20
		<b>Totals</b>	<b>£12,185.09</b>	<b>£1,501.01</b>	<b>£13,686.10</b>

6	Bank accounts update – progress on Barclays online – Cllr. Douglass is still pursuing Barclays by telephone.	
7	To record the response to the letter of complaint (in camera). We sent a lengthy response and Cllr. Hodge thanked Cllr. Douglass for that.	

There being no further business the meeting was closed at: 20.03

**Signed..... (Chairman) at some point when signature can be obtained safely.**