

Bassingbourn-cum-Kneesworth Parish Council

Finance Committee

Held Virtually

Minutes of Meeting held on Tuesday 2nd June 2020

Present: Councillors Sams (Chairman), Douglass, Hallett, Hodge, Spenceley and together with Councillors Catherall, Davis, White, Hirtzel and Leith (who left meeting at 20.15).

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

Meeting began at: 19.34

1	Apologies for absence - None.																																																						
2	Declaration of Interests none declared.																																																						
3	To approve Minutes of Meeting held on Tuesday 5 th May 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 4.1 RFO Report The RFO has had a week's annual leave and has been revising the Cost Centre and Cost Codes on Scribe to reflect the annual budget. She has spent time researching s106 for Elbourn Way and performing her other financial duties. Cllr Hallett explained there was a correction required under Elbourn Way on the final page of the summary report in Scribe. The RFO explained that she was aware of this and has now amended the figures as the June reports will confirm.</p> <p>4.2 Authorisation of Payments: Proposed Cllr Douglass, seconded Cllr Hallett, all approved.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">V Tookey</td> <td style="width: 25%;">Salary</td> <td style="width: 25%;">Clerk's salary</td> <td style="width: 25%; text-align: right;">£ 1,037.13</td> </tr> <tr> <td></td> <td></td> <td>Clerk working from home (now £6. per week from 1.4.20) backdated</td> <td style="text-align: right;">£ 38.00</td> </tr> <tr> <td>V Tookey</td> <td>WfH</td> <td>RFO salary *Note has changed St Order to 856.00 from 30.06.20</td> <td style="text-align: right;">£ 856.10</td> </tr> <tr> <td>B Isherwood</td> <td>Salary</td> <td>RFO working from home (now £6. per week from 1.4.20) backdated</td> <td style="text-align: right;">£ 38.00</td> </tr> <tr> <td>B Isherwood</td> <td>WfH</td> <td>NI/PAYE</td> <td style="text-align: right;">£ 452.89</td> </tr> <tr> <td>HMRC</td> <td>126PD00105696</td> <td>Dog & Litter Bins emptied, 1 dual on Rec, 1 Park Close, Dog&Litter bins</td> <td style="text-align: right;">£ 854.00</td> </tr> <tr> <td>SCDC</td> <td>80020517</td> <td>Second half of payment for Pavilion survey</td> <td style="text-align: right;">£ 247.50</td> </tr> <tr> <td>Brown & Lee</td> <td>3996</td> <td>Annual Inspection of 4 play areas</td> <td style="text-align: right;">£ 284.50</td> </tr> <tr> <td>Rospa Play Safety</td> <td>48488</td> <td>Various jobs incl. bench refurb, repairs, repainting of WM post, cleaning plq's</td> <td style="text-align: right;">£ 456.00</td> </tr> <tr> <td>Holcroft Services</td> <td>175310</td> <td>Remedial works</td> <td style="text-align: right;">£ 1,091.00</td> </tr> <tr> <td>Swiftclean</td> <td>032565</td> <td>Monthly monitoring of water hygiene</td> <td style="text-align: right;">£ 193.50</td> </tr> <tr> <td>Swiftclean</td> <td>032578</td> <td>Coronavirus & Finance webinar</td> <td style="text-align: right;">£ 15.00</td> </tr> <tr> <td>SLCC</td> <td>131736</td> <td></td> <td></td> </tr> </table>			V Tookey	Salary	Clerk's salary	£ 1,037.13			Clerk working from home (now £6. per week from 1.4.20) backdated	£ 38.00	V Tookey	WfH	RFO salary *Note has changed St Order to 856.00 from 30.06.20	£ 856.10	B Isherwood	Salary	RFO working from home (now £6. per week from 1.4.20) backdated	£ 38.00	B Isherwood	WfH	NI/PAYE	£ 452.89	HMRC	126PD00105696	Dog & Litter Bins emptied, 1 dual on Rec, 1 Park Close, Dog&Litter bins	£ 854.00	SCDC	80020517	Second half of payment for Pavilion survey	£ 247.50	Brown & Lee	3996	Annual Inspection of 4 play areas	£ 284.50	Rospa Play Safety	48488	Various jobs incl. bench refurb, repairs, repainting of WM post, cleaning plq's	£ 456.00	Holcroft Services	175310	Remedial works	£ 1,091.00	Swiftclean	032565	Monthly monitoring of water hygiene	£ 193.50	Swiftclean	032578	Coronavirus & Finance webinar	£ 15.00	SLCC	131736		
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Seton	9303136524	Safety Signs for Pavilion - No Smoking, Fire Ext, Fire Exit etc.	£ 163.42	
TRANSFER	transfer from current a/c	From Current account to new savings account (Unity Trust)	£ 5.00	
Volunteer M.R.	Receipts	Payment for grocery boxes for Coronavirus lockdown residents	£ 137.64	
			£ 5,869.68	
RECEIPTS				
14.05.20	Grant for Coronavirus		3,000.00	
			£ 3,000.00	
Bank Accounts				
Unity Trust a/c	31.05.20		£ 47,120.57	
Barclays Current a/c	30.03.20		£ 59,238.96	
Barclays B Savings a/c	30.03.20		£ 74,061.48	
Barclays B Savings a/c	30.03.20		£ 168.27	
Santander a/c	06.04.20		£ 41,558.13	
Cambridge B Society	31/12/2019		£ 85,224.72	
			£ 307,372.13	
4.3 Bank accounts update – the RFO read out the bank account amounts and confirmed the new Unity Trust savings account had been opened. It was pointed out that the RFO had not included the new account on the spreadsheet, she will do so in future. Cllr Douglass is still trying to contact Barclays re online accounts for the future. They continue to be difficult to reach.				Cllr Douglass /RFO
4.4 To re-affirm the financial contribution previously agreed to Whaddon Parish Council's LHI project (which is to reduce speed limit by Barracks) BKPC had last year agreed to contribute £1000.00 of this cost. Cllr Sams proposed that we continue this, Cllr Hallett seconded, all in favour.				All
4.5 Purchase of picnic tables and chairs – the RFO was asked to circulate once again for approval at next FC meeting. Cllr Sams requested more information on quotes to enable members of council to make more informed decisions and will take his proposal to next PC meeting for approval.				All

There being no further business the meeting was closed at: 20.22

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