

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 3rd November 2020 at 7.30pm virtually followed by Planning.

Joining instructions for zoom : ID:881 89835219 Password: 480846

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, 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.

Dated the 29th October 2020

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 6 th October 2020 (previously circulated) to be approved	All			
4	RFO report The budget for next year has taken much of my time and thank you to Councillors for getting me their requests for consideration. The new domain name for the new website has been registered and work will commence once those invoices have been paid, it should take about 2 weeks for the new website to be up and running, please bear with us during this period should there be any unforeseen problems arising. I will do my best to let you all know in advance what will be happening. Cllr Davies and I will be working on updating the asset register this month once the council has approved the % rate for the valuations. I will be seeking to get new valuations for our buildings and for the roofs to be checked – all on a regular basis in the future. The solar defibrillator for North End has been ordered.	RFO			
5. To approve payments set out below					
Contractor	Invoice No	Date	Net	VAT	Gross
HMRC	126PD00105696	31.10.20	457.68	0.00	457.68
CAPALC	2309 Code of Conduct Training Clerk	27.10.20	40.00	0.00	40.00

Clerk to Parish Council

Val Tookey, 36 The Causeway, Bassingbourn SG8 5LG

E-mail: parishclerk@bassingbourn.org

CAPALC	2290 Budgeting Training & Intro to VAT training	16.10.20	150.00	0.00	150.00
Viking Direct	233313 Ink and correction fluid	26.10.20	105.14	21.03	126.17
SLCC	133097/133095 Webinar on Project management x both staff	15.10.20	180.00	36.00	216.00
SLCC	133064/133065 Charitable Trusts webinar x 2 staff	15.10.20	120.00	24.00	144.00
Cloud Next	149806 Premium hosting of new website	27.10.20	79.99	15.99	95.98
Cloud Next	149805 gov.uk domain name x 2 years	27.10.20	90.00	18.00	108.00
Swiftclean	034201 Legionella for Pavilion	25.10.20	193.50	38.70	232.20
CCC	80017686 Hire of Limes Oct - Dec 19	19.12.19	40.00	0.00	40.00
			£1,456.31	£ 153.72	£1,610.03
7	• To consider and approve a quote and appoint an architect for the Pavilion project to enable the tendering process to proceed				
8	• To agree to pay the Clerk the sum of £1652.27 for her Covid work of 107.5 hours @ £15.37 per hour (this is not all covered by the grant) and plus tax and NI.				All
9	• To consider the budget for next year and discuss (<u>updated spreadsheet previously circulated</u>)				All
10	• To approve the % of valuation attributed to the buildings owned by the parish council – updated annually				RFO/Cllr Davies
11	• Any comment on Question 1 and Appendix A of the enclosed consultation document regarding the budget/precept				All
12	• To record the receipt of the financial report from RCDT				All

Date of Next Finance Meeting: 1st December 2020

Amenities Committee :2020 –

Finance : Planning:- 2020 - 1st December.

Main Council:- 2020 – 17th November; 15th December

Clerk to Parish Council
Val Tookey, 36 The Causeway, Bassingbourn SG8 5LG
E-mail: parishclerk@bassingbourn.org