

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

**Joining instructions for zoom : ID: 86249753062 Password: 273728**

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 1<sup>st</sup> October 2020

*Barbara Isherwood*

Responsible Financial Officer to the Council

<b>1</b>	<b>To receive and approve apologies for absence</b>				
<b>2</b>	<b>To receive any Declarations of Interest and Dispensations</b> (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			
<b>3</b>	<b>Minutes of Finance Committee</b> meeting held on 1 <sup>st</sup> September 2020 (previously circulated) to be approved	All			
<b>4</b>	<b>RFO report</b> The amount of emails received by the RFO has decreased significantly and has allowed her more time to look at budgets, invoice the Allotment holders and set up a meeting to get the Saddleback Lane Allotment Society up and running again. The RFO has looked at the projected end of year figures in readiness for discussing the budget at Full Council meeting this month. 20 hours have been spent on zoom meetings this month. Quarterly report circulated with agenda.	RFO			
<b>5</b>	<b>To record quotations for insurance renewal and appointment of Hiscox through Came &amp; Co. £2954.57 per annum x 3 years</b>	All			
<b>6. To approve payments set out below</b>					
<b>Contractor</b>	<b>Invoice No</b>	<b>Date</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
HMRC	126PD00105696	30.09.20	596.19	0.00	596.19
Brunel Engraving	201942 Plaque correction	16.09.20	231.50	46.30	277.80
Holcroft Services	175358 & 175366 various	27.09.20	157.00	0.00	157.00
Herts & Cambs	400 – Grass cutting	25.10.20	1458.33	291.67	1750.00
B Isherwood	Microsoft 365 x 2 users	11.09.20	79.99	0.00	79.99
V Tookey	Office purchases and other items (keys cut)	30.09.20	276.38	0.00	276.38
V Tookey	Covid grant items	30.09.20	72.37	0.00	72.37

Clerk to Parish Council

Val Tookey, 36 The Causeway, Bassingbourn SG8 5LG

E-mail: [parishclerk@bassingbourn.org](mailto:parishclerk@bassingbourn.org)

Robert Stanford	Covid expenses	30.09.20	134.80	0.00	134.80
Red Shoes	5508 – Payroll services	14.09.20	60.00	12.00	72.00
Swiftclean	033822 Legionella	21.09.20	193.50	38.70	232.20
			<b>£3,260.06</b>	<b>£ 388.67</b>	<b>£3,648.73</b>
<b>7</b>	<b>To consider budget requests for next year and discuss</b> (spreadsheet circulated previously) •				All
<b>8</b>	• <b>To agree Allotment fees for next year</b>				All
<b>9</b>	• <b>To consider quotes for the Environment group to have works completed at Clunch Pit Wood</b>				All
<b>10</b>	• <b>To discuss a new Solar defibrillator, positioning and cost</b>				All
<b>11</b>	• <b>To discuss and approve replacing the Bubble spinner in recreation ground as like for like at £955.75 – no other manufacturer of this</b>				All

### **Date of Next Finance Meeting: – 3<sup>rd</sup> November 2020**

Amenities Committee :2020 –

Finance : Planning:- 2020 - 3<sup>rd</sup> November; 1<sup>st</sup> December.

Main Council:- 2020 – 20<sup>th</sup> October; 17<sup>th</sup> November; 15<sup>th</sup> December