

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 1st September 2020 at 7.30pm virtually followed by Planning.

Joining instructions for zoom : ID: 815 0690 8589 Password: 503078

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 27th August 2020

Barbara Isherwood

Responsible Financial Officer to the Council

1	Apologies for Absence					
2	Declarations of Interests relating to items on the agenda and dispensations					All
3	Minutes of Finance Committee meeting held on 12 th August 2020 (previously circulated) to be approved					All
4	RFO report <ul style="list-style-type: none">• Updating valuation of buildings owned by Council• Answering PKF Littlejohn's email for agendas and minutes• Processing payments• Quotes for website accessibility & accessibility statement• Generally reading and responding to over 150 emails per week• Allotment catch-up and preparation for sending out invoices• Appointments in village with various deliveries, Swiftclean, contractors• Catch up meetings with Clerk• Entering and updating Scribe• Entering and updating Bank and running off reports• Claimed VAT for 6 months to end of June 20 The RFO now has the assistance of a councillor in meeting deliveries, contractors and engineers for various appointments across the village and another councillor is helping with updating the asset register.					RFO
5	Authorisation of payments to be approved					All
	Contractor	Invoice No	Date	Net	VAT	Gross
	HMRC	126PD00105696	31.08.20	452.69	0.00	452.69
	ICCM – membership of the Institute of Cemetery & Crem Man.	12597	21.08.20	47.00	0.00	47.00
	Paul Catherall (Brunel Engraving) for nameplates/artwork War Mem.	201148 & 120709	01.09.20 CHEQUE REQUESTED	1140.00	0.00	1140.00
	Shelley Signs – new noticeboards	24583	20.08.20	2025.00	405.00	2430.00

Clerk to Parish Council

Val Tookey, 36 The Causeway, Bassingbourn SG8 5LG

E-mail: parishclerk@bassingbourn.org

Viking Direct – printer inks for Clerks and Chairman (from allow)	802490 & 804052	19.08.20	198.69	39.74	238.33
SLCC – Webinar for Clerk on Village Greens	132296	20.08.20	65.00	13.00	78.00
Alex Hirtzel – Coronavirus fund – goods for shielded residents	Receipts	01.09.20	186.15	0.00	186.15
Robert Stanford – laptop group – Coronavirus fund – parts bought	Amazon receipt	01.09.20	23.98	0.00	23.98
		Totals	£4,138.51	£ 457.74	£4,596.15
6	Budget and Precept for next year				All
	<ul style="list-style-type: none"> The RFO would like all Parish Councillors to consider the requirements of their committees/advisory groups for projects/works required for next year's budget and get the forms to her by 30.09.20 for consideration at October's Finance committee meeting. Form supplied with agenda. 				
7	Allotments				All
	<ul style="list-style-type: none"> In line with advice from the internal auditor, to discuss the annual allotment fee of £50.00 per year. 				
8	Quotes for works to provide tender documents for the Pavilion				All
	<ul style="list-style-type: none"> To approve the contractor 				

Date of Next Finance Meeting: – 6th October 2020

Amenities Committee :2020 – 9th September; 14th October; 11th November; 9th December.

Finance : Planning:- **2020** - 6th October; 3rd November; 1st December.

Main Council:- **2020** – 15th September; 20th October; 17th November; 15th December