

Bassingbourn-cum-Kneesworth Parish Council

Finance Committee

Minutes of Meeting held on Tuesday 4th February 2020

Present : Councillors Sams (Chairman), Douglass, Hallett, Hodge, Leith, Spenceley and together with Councillors Catherall, Dixon, Geraghty, Oakley and White.

Also present were 2 members of the public, and District Cllr Catherall. Mrs V Tookey was in attendance as Clerk and Mrs B Isherwood as RFO.

1	Apologies for absence were received from Cllr Ridsdale due to work commitments.																																														
2	Declarations of Interests : none were recorded.																																														
3	Minutes of Finance Committee Meeting held on 7 th January 2020 having been previously circulated were signed on the proposition of Cllr Hodge, seconded by Cllr Spenceley.																																														
4	<p>R.F.O. Report</p> <p><u>4.1 RFO Report:</u> RFO reported that she cannot access several of the accounts due to not being a signatory. She requires administration rights on accounts but this entails signatories to go to the respective banks to obtain the paperwork. RFO to check the verification rules for the Unity Trust bank account which do not appear to be correct. Display Boards for use at the APM to be ordered up to value of £400.00.</p> <p>Bank Accounts</p> <table> <tr> <td>Unity Trust a/c</td> <td>31/01/2020</td> <td>£116,187.55</td> </tr> <tr> <td>Barclays Current a/c</td> <td>31/12/2019</td> <td>£9,238.96</td> </tr> <tr> <td>Barclays B Savings a/c</td> <td>31/12/2019</td> <td>£65,693.68</td> </tr> <tr> <td>Barclays B Savings a/c</td> <td>31/12/2019</td> <td>£168.21</td> </tr> <tr> <td>Santander a/c</td> <td>as of 05/04/19</td> <td>£41,412.88</td> </tr> <tr> <td>Cambridge B Society</td> <td>31/12/2019</td> <td>£85,224.72</td> </tr> <tr> <td colspan="2">Total</td> <td>£317,926.00</td> </tr> </table> <p><u>4.2 Authorisation of Payments</u></p> <table> <tr> <td>V Tookey</td> <td>Clerks salary January 20</td> <td>£1037.33</td> </tr> <tr> <td>V Tookey</td> <td>working from Home allowance</td> <td>£20.00</td> </tr> <tr> <td>B Isherwood</td> <td>RFO salary for Jan 20</td> <td>£727.34</td> </tr> <tr> <td>B Isherwood</td> <td>RFO working from home allowance</td> <td>£20.00</td> </tr> <tr> <td>B Isherwood</td> <td>Range – filing trays (credit card)</td> <td>£25.98</td> </tr> <tr> <td>B Isherwood</td> <td>re-present payment from 21.1.20 paid to CBS</td> <td>£59.97</td> </tr> <tr> <td>Ccvs</td> <td>Membership Cambridge Council for Voluntary Service</td> <td>£60.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£585.03</td> </tr> </table>	Unity Trust a/c	31/01/2020	£116,187.55	Barclays Current a/c	31/12/2019	£9,238.96	Barclays B Savings a/c	31/12/2019	£65,693.68	Barclays B Savings a/c	31/12/2019	£168.21	Santander a/c	as of 05/04/19	£41,412.88	Cambridge B Society	31/12/2019	£85,224.72	Total		£317,926.00	V Tookey	Clerks salary January 20	£1037.33	V Tookey	working from Home allowance	£20.00	B Isherwood	RFO salary for Jan 20	£727.34	B Isherwood	RFO working from home allowance	£20.00	B Isherwood	Range – filing trays (credit card)	£25.98	B Isherwood	re-present payment from 21.1.20 paid to CBS	£59.97	Ccvs	Membership Cambridge Council for Voluntary Service	£60.00	HMRC	PAYE	£585.03	SS/ED
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	<p>Viking Stationery £10.80 Shepreth P.C. ½ share costs shredding £60.00 CCC Contribution to LHI Project : 30CPXP2357 £2000.00 EON Pavilion electricity (estimate) £142.52 CAPALC Allotment training RFO £60.00</p> <p style="text-align: center;">TOTAL £4814.10</p> <p><u>Receipts :-</u></p> <p>Allotment Payments £149.00 S106 monies £92030.93 Viking credit £57.56 Credit in error £59.97</p> <p style="text-align: center;">TOTAL : £92,297.46</p>	
5	<p>Approval of internal auditor The RFO was recommending change of auditor which was endorsing the recommendations from the SLCC report. She presented a quotation of approx £350. For two visits. On proposition of Cllr Hodge, seconded Cllr Douglass the appointment was agreed.</p>	BI
6	<p>Signatures x 2 Unity Trust Accounts – deferred to next meeting.</p>	
7	<p>Approval for £1000.00 for the Conservation Group was discussed. The Group already had a budget of £3000 and Council considered this should cover projects and the planned Climate Emergency Day. The Conservation Group would be planning and running the event and will involve the Practical Solutions Group. Any items to be ordered would go via parish council procedures.</p>	VT
8	<p>Approval for purchase <u>8.1 6 No. display boards</u> (table top) for yearly APM (to be stored in Cemetery Chapels) Agreed under item 4.1. <u>8.2 Replacement Notice Board The Causeway</u> Details and competitive quotations from three companies had been circulated. It was agreed that polycarbonate should be used for the glazing. Following a comment Clerk was asked to pursue quotation from local tradesman.</p>	BI VT
	<p>There being no further business the meeting closed at 8.55 pm.</p> <p>Signed Chairman 3rd March 2020.</p>	

Date of Next Meetings: –

2020

3rd March; 7th April; 5th May; 3rd June; 7th July; 4th August; 1st September;
6th October; 3rd November 1st December