

Bassingbourn-cum-Kneesworth Parish Council

Finance Committee Held virtually

Minutes of Meeting held on Tuesday 7th April 2020

Present : Councillors Sams (Chairman), Douglass, Hallett, Hodge, Leith, Spenceley and together with Councillor Hirtzel who joined and left after a short time.

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

The meeting commenced at: 19.32

1	Apologies for absence received from Cllr Jack White who had internet problems.	
2	Declarations of Interests : none were recorded.	
3	Minutes of Finance Committee Meeting held on 3 rd March 2020 having been previously circulated and will be signed once the Coronavirus epidemic has passed. Cllr Sams, seconded by Cllr Douglass, all approved.	
4	R.F.O. Report <u>4.1 RFO Report:</u> The RFO reported that she has been working along with the Clerk on the information and support from the Parish council for the village in regard to the Coronavirus outbreak. She reported to the meeting that she had had very favourable comments on the Parish council leaflet that we distributed 2 weeks ago through every door in the village. The Chairman and other Councillors congratulated the Clerk and RFO on their hard work at this time. The RFO reported that the work to make the Pavilion safe for use was nearly finished but that we needed to have the Legionella work approved so that it can be done at this quiet time where the Pavilion is not in use. A motion was carried to allow the RFO to ask Swiftclean to complete the remedial work & a contract for monthly checks, proposed Cllr Sams, seconded Cllr Hodge, all approved. The Clerk also asked for the savings accounts to be made available to her to be able to administer the finances of the parish council. She has asked for the Santander account to be closed and moved to Unity Trust savings account (when this is open), it was agreed that this would happen when overall balances fall below the amount to allow for 4 accounts to be managed without putting the parish council finances at risk as per FSCS protection and for the Barclays accounts to be made on-line for easier access to move money. It was also agreed that the Barclays accounts should go online. She informed the meeting that currently the management of these accounts do not meet the job description formalities of the RFO and as such, she is unable to be responsible for them as they exist at present. The Chairman and the two other signatories will work on this in the coming weeks. <u>4.2 Authorisation of payments:</u> Proposed Cllr Hallett, seconded Cllr Douglass, all approved.	RFO SS/ED / MH
	V Tookey Clerk's salary	1,037.33

V Tookey	Clerk working from home	16.00
B Isherwood	RFO salary	727.34
B Isherwood	RFO working from home	16.00
HMRC	NI/PAYE	585.03
Red Shoes	Payroll services to March 2020	72.00
Viking Direct	Stationery items	168.08
The Printworks (Royston) Ltd	Leaflet for Coronavirus for village distribution	80.00
RPM (Reids Playground Maint)	Bubble spinner bearings for Rec play area	115.00
Herts & Cambs	Install bracing to Ash in Church Yard (Parish)	360.00
		<u>3,176.78</u>
	Transfer sum of £30,000.00 from Barclays current to Unity Trust a/c	30,000.00

There were no receipts.

4.3 Unity Trust Account and other Bank accounts update (see also 4.1).

Unity Trust a/c	31/03/20	£64,011.33
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

4.4 Play area repairs update – RFO has the bearings for the Bubble Spinner and will contact the contractor to get it fixed this week.

4.5 Seat repairs update – Clerk says the CH is continuing with his village seat repairs and has also spruced up the North End bus shelter. The council were in agreement that this should continue.

4.6 Coronavirus update – S137 and forms – RFO told the meeting that she has produced forms for any expenses relating to volunteers purchasing shopping/goods for vulnerable people, should they not be reimbursed by the person requiring the shopping/goods. These have gone to the volunteers. The Clerk has applied for funding from the Coronavirus fund for help with such circumstances and others that may not be apparent yet. The RFO is updating the website constantly with the relevant information.

There being no further business the meeting closed at 19.58

Signed Chairman 5th May 2020

Date of Next Meetings: –

2020
5th May; 3rd June; 7th July; 4th August; 1st September;
6th October; 3rd November 1st December