

Bassingbourn-cum-Kneesworth Parish Council

Finance Committee Held Virtually

Minutes of Meeting held on Tuesday 6th October 2020

Finance Committee comprises of: Cllrs Sams (Chairman), Douglass, Hallett, Hodge, Leith & Spenceley. Present at this meeting also were Cllrs Davis, Wakefield, Catherall, Hirtzel, White and District Cllr Cathcart.

Mrs B Isherwood was in attendance as RFO and minute taker.

Meeting began at: 19.30

1	Apologies for Absence – Received from County Councillor van de Ven. Cllr Catherall left the meeting at 19.58 due to internet problems.	
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 None received.	All
3	Minutes of Finance Committee meeting held on 1 st September 2020 (previously circulated) approved Cllr Douglass, seconded Cllr Sams all agreed.	All
4	RFO report 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 budget report circulated with agenda. Cllrs Hodge & White congratulated the RFO for being instrumental in getting the Saddleback Lane Allotment Society going again.	RFO
5	To consider quotations for insurance renewal – the RFO read out the quotes for renewal – 3 from Came & Co and one from Zurich. The council approved Hiscox as the insurance company for the next year at £2954.57	

	(including £50. Admin fee for Came & Co). Cllr Sams proposed, Cllr Hodge seconded, all approved.					
6	Authorisation of payments - Cllr Sams proposed, Cllr Douglass seconded, all approved.					All
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	
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	
			£3,260.06	£ 388.67	£3,648.73	
7	To consider budget requests for next year and discuss The meeting agreed that this would take a 3 meeting process with the deadline being the full council meeting in November for approval.					All
8	To agree allotment fees for 2021 onwards Having listened to the RFO give quotes for rent from neighbouring allotments, the meeting agreed to put up the price of allotments by £10.00 per year as from 2021. The RFO to let allotment holders know of this. This will assist in keeping the allotments in good order.					RFO
9	To consider quotes for the Environment group to have works completed at Clunch Pit Wood. RFO read out estimates from 2 contractors, a third did not quote and because this is specialist tree work, the meeting agreed to accept one quote from Bernard Hunt for £1900.00, Cllr Hodge proposed, Cllr Sams seconded, all approved.					All
10	To discuss a new Solar defibrillator, positioning and cost. The next and last defibrillator has been offered to the parish at a cost of £3575.00 incl. training by Community Heartbeat for North End, near the noticeboard. The meeting agreed the cost with part funding from viring across £1740.00 from the Christmas Fund which will now					

	be less due to Coronavirus. Cllr Douglass proposed, Cllr Sams seconded, all approved.	
11	To replace the Bubble spinner in recreation ground. The RFO explained that only the original company manufactures this same bubble spinner, 3 other companies quoted for different types/styles and their prices were expensive (cheapest of which was £1536.00) compared to £959.00 to replace the original bubble spinner and get it installed. Appointed Hags to provide and Playfix to install. The meeting agreed to replace like for like. Cllr Sams proposed, Cllr Spenceley seconded, all approved.	

There being no further business the meeting was closed at: 20.20

Signed..... (Chairman) at some point when signature can be obtained safely.

DRAFT