

Minutes of the meeting of the Finance Committee held 18:00hrs Tuesday, 28 September 2021, held in the Diamond Hall of the Curlew Centre, Sutton Bridge.

Present: Cllr S Booth, Cllr Brewis, Cllr Bruch, Cllr Davies, Cllr Scarlett (chair), Mr R Smith (clerk), Mrs K Croxford (admin. assistant),

Absent: Cllr Goodwin, Cllr York,

- 21.102 Apologies were received from Cllr Goodwin & Cllr York
- 21.103 As a member of the Curlew Centre committee, Cllr Bruch declared an interest on the payment to the Curlew Centre (min ref 21.108).
- 21.104 It was **resolved** to approve the minutes of the meeting held 31 August 2021 as an accurate record.
- 21.105 It was **resolved** to accept and sign off the August bank reconciliation and cash book.
- 21.106 The renewal of the insurance agreement with BHIB insurance brokers in accordance with the long-term agreement terminating 1st October 2023 was noted.
- 21.107 As previously delegated to the clerk, a 3-year electrical agreement for the sports pavilion with SSE had been agreed.
- 21.108 It was **resolved** to approve all payments to 29 September 2021 set out in the table below. Cllr Scarlett and Cllr York agreed to undertake bank payments.

Payee	Detail	Net £	VAT £	Total £
E-ON	Pavilion Electricity	108.43	5.42	113.85
TalkTalk	Calls & Broadband	34.00	6.80	40.80
Wave	Water rates 6/6- 5/9 Old toilet block	40.02	2.41	42.43
CCAP Ltd	Pest removal	75.00		75.00
Anchor Inn	Propeller Service Refreshments	341.43	17.07	358.50
Complete Weed Control	Weed Control MP & Garden of Rest	170.00	34.00	204.00
Heronwood	Parish Cutting	295.00		295.00
Heronwood	Garden of Rest Cutting	130.00		130.00
Heronwood	Highways Cutting	160.00		160.00
Heronwood	Picnic Area	15.00		15.00
The Curlew Centre	Office Rent	1,000.00		1,000.00
The Curlew Centre	Room Hire 24th August 2021	22.00		22.00
Mr D Borkertas	Home Allowance - Electric	8.00		8.00
Mrs K Croxford	Expenses	32.41	4.20	36.61
LCC Pension Fund	Underpayment August WYPF Pension	0.80		0.80
LCC Pension Fund	September WYPF Pension Fund	801.81		801.81
Staff	Payroll	2,579.93		2,579.93
HMRC	Tax & NI Contributions	2,518.89		2,518.89
Mr R Smith	123 Reg domain Subscription 1 year	11.99	2.40	14.39
Mr R Smith	Microsoft Cllr Emails 1 year x 11	454.75	90.95	545.70
Mr R Smith	Adobe Acrobat monthly subscription	8.42	1.69	10.11
Mr R Smith	Home Allowance	26.00		26.00
Mr R Smith	Mobile Phone	8.33	1.67	10.00
Mr R Smith	Travel Expenses	13.50		13.50
Mr R Smith	SLCC (75%)	216.75		216.75
XBM LTD	Photocopier 17/08 - 21/09/21	1.76	0.35	2.11
Mrs K Croxford	Propeller Service Refreshments	6.32	1.26	7.58
Mrs K Croxford	Postage stamps & Postage	15.45		15.45
BHIB	Insurance	1585.89		1585.89
HM Land Registry	Wright's Lane enquiry	9.00	-	9.00
ICO	Data Protection Fee	35.00	-	35.00
Humphrey Contracting	Bus Shelter Demolition	1300.00	260.00	1560.00
Wave	Water Rates Pavilion	25.50		25.50
Total		12,051.38	428.22	12479.60

- 21.109 The following delegated expenditure included in the above payments was reported by the clerk:
- i. £100.00 to Humphrey Contracting Ltd for removing slabs and reseeded grass at the East Bank bus shelter location.

- 21.110 The following receipts were noted; bank interest £76.14; LCC East Bank Lighthouse agency litter picking £700.00; SHDC agency litter picking £1260.00; Garden Allotment rent £56.00; Land Registry refund £3.00.
- 21.111 Receipt of the external auditor's report and certificate was noted, with no matters of concern reported.
- 21.112 There were no grant applications.
- 21.113 It was **resolved** on moving into closed session on the grounds of confidentiality, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1 (2).
- 21.114 To consider quotes relating to the Parish Council activities within the agreed annual budget allocations under delegated authority from the Parish Council. [confidential, as matters relate to commercial negotiations].
- i. It was **resolved** to proceed with the electrical report for the sports pavilion @ £180.00
 - ii. It was **resolved** to purchase Parish ID cards for Councillors and Staff.
- 21.115 It was **resolved** to hold the next meeting of the Finance Committee at 18:00hrs 26 October 2021.

There being no other business, the meeting closed at 18:17 hrs.

Signed.....
Finance Committee Chair

Date.....