

Minutes of the meeting of Sutton Bridge Parish Council Finance Committee held 6pm, Tuesday 25 August 2020, via remote attendance.

Present: Councillor Anne Scarlett (committee chair), Councillor Simon Booth, Councillor Chris Brewis, Councillor Rachael Goodwin, Councillor Terry York, Mr Robert Smith (Clerk), Mrs Karen Croxford (Admin. Asst.)

039.20 There were no apologies for absence

040.20 There were no declarations of interests.

041.20 It was **resolved** to approve the minutes of the meeting held 25 February 2020.

042.20 Under the authority delegated by the Parish Council for August 2020, it was **resolved** to approve payments as detailed in Table 1 below, and to appoint Cllr Brewis and Cllr Scarlett to authorise bank payments

Table 1: Payments to 25 August 202

| Payee | Detail | Net | VAT | Total |
|--------------------|--|-----------------|--------------|-----------------|
| XBM LTD | Photocopier CN 22/6/20- 21/07/20 | -3.73 | -0.74 | -4.47 |
| XBM LTD | Photocopier CN 22/4/20 - 21/5/20 | -15.00 | -3.00 | -18.00 |
| XBM LTD | Photocopier CN 22/03/20 - 21/04/20 | -15.00 | -3.00 | -18.00 |
| XBM LTD | Photocopier 22/4/20 - 21/5/20 | 0.74 | 0.15 | 0.89 |
| XBM LTD | Photocopier 22/06/20 - 21/07/20 | 2.31 | 0.46 | 2.77 |
| XBM LTD | Photocopier 22/03/20 - 21/04/20 | 1.87 | 0.37 | 2.24 |
| XBM LTD | Photocopier 22/07/20 - 21/08/20 | 0.95 | 0.19 | 1.14 |
| TalkTalk | Calls & Broadband | 26.95 | 5.39 | 32.34 |
| Heronwood | PC Grass Cutting 01/16/24/30 July | 405.00 | 0.00 | 405.00 |
| Heronwood | Highways Grass Cut | 180.00 | 0.00 | 180.00 |
| Heronwood | LCC Picnic Area Grass 2 cuts | 30.00 | 0.00 | 30.00 |
| Heronwood | Cemetery Grass Cut 3 cuts | 195.00 | 0.00 | 195.00 |
| SHPVCS | Voluntary Car scheme 2020-21 | 1,140.21 | | 1,140.21 |
| Mrs K Croxford | Litter Bin Picnic Site - repaid by LCC | 212.95 | 42.59 | 255.54 |
| Mrs Croxford | Mobile telephone - August | 8.33 | 1.67 | 10.00 |
| Mrs Croxford | Travel | 20.52 | 0.00 | 20.52 |
| Mr R Smith | Travel | 5.63 | 0.00 | 5.63 |
| Mr R Smith | Adobe Acrobat monthly subscription | 12.64 | 2.53 | 15.17 |
| Mr R Smith | Zoom meetings monthly subscription | 11.99 | 2.40 | 14.39 |
| Mr R Smith | Mobile telephone - August | 8.33 | 1.67 | 10.00 |
| Staff | Salaries | 2,062.01 | | 2,062.01 |
| Lincs Pension Fund | Pension Scheme | 780.24 | | 780.24 |
| XBM LTD | Photocopier 22/07/20 - 21/08/20 | 0.95 | 0.19 | 1.14 |
| Mr D Large | Tree works & fence repair | 415.00 | | 415.00 |
| Parish Online | Subs – Parish mapping software | 200.00 | 40.00 | 240.00 |
| TOTAL | | 5,686.94 | 90.68 | 5,777.62 |

043.20 The following receipts were noted:

- i. bank interest £122.57
- ii. burial ground payments £530.00
- iii. LCC reimbursement for picnic site bin £245.95

044.20 Delegated expenditure by the clerk for £415.00 for emergency tree work and fence repair was noted

045.20 It was **resolved** to defer the grant application for the Foodbank to the September meeting.

046.20 It was **resolved** to approve and sign off July bank reconciliation, cash book and August payroll.

047.20 Quotes for the upkeep and maintenance of Parish Council assets.

- i. It was **resolved** to approve quote for the drainage car park at a cost of up to £5,700.
- ii. It was **resolved** to approve quote for remedial tree works in the Memorial Park @ £990.

048.20 It was **resolved** to hold the next meeting at 6.00pm on 29th September 2020.

049.20 It was **resolved** to resolve on moving into closed session on the grounds of confidentiality, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

050.20 It was **resolved** to delegate authority to the Chairman in consultation with the clerk the renewal of insurance.

051.20 Staffing matters were discussed and were resolved appropriately.

There being no other business, the meeting closed at 6.35pm.

Signed.....
Chairman Finance Committee

Date.....