

# Sutton Bridge Parish Council Finance Committee

## Meeting Notice & Agenda

**Notice is hereby given**, and all members of the Committee duly requested to attend a meeting of the Parish Council's Finance Committee, to be held 18:00hrs Tuesday, 31 May 2022 in the Diamond Hall of the Curlew Centre, Sutton Bridge.



Clerk

31 May 2022

[clerk@suttonbridge-pc.gov.uk](mailto:clerk@suttonbridge-pc.gov.uk)

### AGENDA

1. To note members' attendance and to receive apologies for absence.
2. To receive declarations of disclosable pecuniary or other interests and to consider any written request for dispensation.
3. To approve the [minutes](#) of the finance meeting held 26 April 2022.
4. To approve the April [bank reconciliation](#) and [cash book](#).
5. To check and if appropriate recommend to full council payments to 31 May 2022 as below with any late payments reported by the clerk, and to note two members to authorise bank payments.

Payee	Detail	Net £	VAT £	Total £
Microsoft	Office 365 Subscription x 2	225.60	45.12	270.72
Bullfinch	Jubilee Beacon	490.00	98.00	588.00
TalkTalk	Calls & Broadband	36.24	7.25	43.49
SSE	Pavilion Electricity 5/4- 10/5/22	196.92	9.84	206.76
Mr D Borkertas	Home Electric Allowance May	8.00		8.00
AM Grab Services	Green Waste Collection 30/04/22	380.00		380.00
Simply Chill	MP Pest Control	160.00		160.00
Mrs K Croxford	Travel expenses	1.62		1.62
Mrs K Croxford	May Home Allowance	10.00		10.00
Mrs K Croxford	Mobile phone contribution May	8.33	1.67	10.00
Mrs K Croxford	Adobe subscription April	12.64	2.53	15.17
Mrs K Croxford	Adobe subscription May	12.64	2.53	15.17
Mrs K Croxford	Expenses Black Bags	15.75	3.15	18.90
Mrs K Croxford	Expenses Black Bags	23.17	4.63	27.80
Mrs K Croxford	Mrs K Croxford Mouse mat	1.66	0.33	1.99
Mrs K Croxford	Mrs K Croxford Batteries	2.91	0.58	3.49
Complete Weed Control	Weed Control MP	95.00	19.00	114.00
Complete Weed Control	Weed Control Garden of Rest	90.10	18.02	108.12
Shelter Maintenance	Refurbishment of Bus Shelter	1,250.00	250.00	1,500.00
BHIB	Electric Vehicle Insurance	231.84		231.84
Heronwood	Parish Grass Cutting	244.00		244.00
Heronwood	Garden of Rest Grass Cutting	130.00		130.00
Heronwood	Highways Grass Cutting	180.00		180.00
Heronwood	LCC Picnic Area Grass Cutting	18.00		18.00
Mr R Smith	PCSpecialist Laptop	1,346.67	269.33	1,616.00
Mr R Smith	PCSpecialist Laptop	1,338.33	267.67	1,606.00
Mr R Smith	Councillor & staff ID Cards x1	8.00	1.60	9.60
Mr R Smith	Adobe subscription	12.64	2.53	15.17
Mr R Smith	Home office allowance	26.00		26.00
Mr R Smith	Mobile phone contribution	8.33	1.67	10.00
Mr R Smith	Mileage	11.70		11.70
Staff	Payroll	2,430.38		2,430.38
LCC	WYPF Pension Contributions	816.82		816.82
Whitelighting	Jubilee Pyrotechnics	2,000.00	400.00	2,400.00
Leenie Jayne	Jubilee Vocalist	300.00		300.00
NSS	Jubilee Disco	400.00	80.00	480.00
XBM LTD	Photocopier 21/04/22-17/05/22	7.78	1.56	9.34
<b>Total</b>		<b>12,531.07</b>	<b>1,487.01</b>	<b>14,018.08</b>

6. To note delegated expenditure (excl. VAT): black bags £38.92; mouse mat £1.66; batteries £2.91.
7. To note receipts: bank interest £77.30, VAT reclaim £1,730.78, garden allotment rent £364.00, farm

business rent £2,731.85, burial interment £400.00, ashes interment £750.00, LCC Picnic Area reclaim £835.00. Total £6,888.93.

8. To consider the Council's fees and charges.
  - i. Football Club (SBUFC) pavilion and pitch fees 2023/24 – to be reviewed January 2023.
  - ii. [Cemetery Fees](#) – as resolved 29/03/22 minute 22.071.
  - iii. [Garden allotment fees](#).
  - iv. [Document Fees](#).
9. To recommend approval for continuing subscriptions.
  - i. National and Lincolnshire Association of Local Councils (NALC & LALC) @ £754.47 p.a.
  - ii. The Society of Local Council Clerks (SLCC) on behalf of the clerk @ £289.00 p.a.
  - iii. Institute of Cemetery and Crematorium Management (ICCM) @ £95.00 p.a.
  - iv. Information Commissioner's Office Data Protection Registration @ £35.00 p.a.
  - v. Microsoft 365 Business Standard two-user subscription @ £225.60 p.a.
  - vi. Microsoft 365 Business Basic eleven-user subscription @ £501.60 p.a.
  - vii. Adobe Acrobat Pro two-user subscription @ £303.36 p.a.
  - viii. Parish On-line Mapping @ £0.00 (included with BHIB insurance).
  - ix. Domain – suttonbridge-pc.gov.uk @ £55.00 p.a.
  - x. Domain - suttonbridgeparishcouncil.co.uk @ £11.99 p.a.
10. To consider any grant applications.
11. 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).
12. To consider quotes for works [confidential, as matters relate to commercial negotiations].
  - i. The supply of battery-operated speed indicator devices in accordance with the Highways Act 1980, s274A.
  - ii. To undertake an assessment of the trees in the Memorial Park.
  - iii. To repair of the roadway at the Wright's Lane allotments
  - iv. Any late received quotations.