

Minutes of the meeting of the Finance Committee held 18:00hrs Tuesday, 31 May 2022, in the Curlew Centre Diamond Hall, Sutton Bridge.

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

Absent: Cllr Davies.

22.067. Apologies were received from Cllr Davies

22.068. Declarations of disclosable pecuniary or other interests.

22.069. It was **resolved** to approve the minutes of the meeting held 26 April 2022.

22.070. It was **resolved** to approve the April bank reconciliation and cash book

22.071. It was **resolved** to recommend approval for payments to 31 May 2022 as below. Cllr Goodwin and Cllr Scarlett agreed to undertake 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	PC Specialist Laptop	1,346.67	269.33	1,616.00
Mr R Smith	PC Specialist 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
White lightning	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
Kwik Signs	Jubilee Banners	225.00	45.00	270.00
Lift Safe Ltd	Electric Utility Vehicle Service	295.00	59.00	354.00
Total		13051.07	1,591.01	14,642.08

22.072. Delegated expenditure was noted (excl. VAT): black bags £38.92; mouse mat £1.66; batteries £2.91.

22.073. Receipts were noted: bank interest £77.30; VAT reclaim £1,730.78; garden allotment rent £392.00 farm business rent £2,731.85; burial interment £400.00, ashes interment £950.00 LCC Picnic Area reclaim £835.00. Total £7,116.93.

22.074. It was **resolved** to recommend that a review of the Football Club's (SBUFC) pavilion & pitch fees for 2023/24 took place in January 2023.

- 22.075. It was **resolved** to recommend that cemetery fees remain unchanged, as the Parish Council had previously resolved 29 March 2022, minute 22.071.
- 22.076. It was **resolved** to recommend that the Garden Allotment Committee review garden allotment fees prior to making a recommendation to full council.
- 22.077. It was **resolved** to keep document fees unchanged as currently published on the website.
- 22.078. It was **resolved** to recommend approval for continuing the following subscriptions.
01. National and Lincolnshire Association of Local Councils (NALC & LALC) @ £754.47 p.a.
 02. The Society of Local Council Clerks (SLCC) on behalf of the clerk @ £289.00 p.a.
 03. Institute of Cemetery and Crematorium Management (ICCM) @ £95.00 p.a.
 04. Information Commissioner's Office Data Protection Registration @ £35.00 p.a.
 05. Microsoft 365 Business Standard two-user subscription @ £225.60 p.a.
 06. Microsoft 365 Business Basic eleven-user subscription @ £501.60 p.a.
 07. Adobe Acrobat Pro two-user subscription @ £303.36 p.a.
 08. Parish On-line Mapping @ £0.00 (included with BHIB insurance).
 09. Domain – suttonbridge-pc.gov.uk @ £55.00 p.a.
 10. Domain - suttonbridgeparishcouncil.co.uk @ £11.99 p.a.
- 22.079. There were no grant applications.
- 22.080. 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)
- 22.081. It was **resolved** to recommend the purchase and installation of one battery-operated reactive sign with two brackets at a cost of £2,200.00 + VAT.
- 22.082. It was **resolved** to recommend an assessment of the trees in the Memorial Park @ £690 + VAT and delegate to the clerk up to £50.00 for the fixing of the tags on the trees. It was recommended that the next two-year's assessments be undertaken by the LCC's arboricultural officer.
- 22.083. It was **resolved** to recommend that further quotes be obtained for the repair of the roadway at the Wright's Lane allotments
- 22.084. There being no other business, the meeting closed at 18:30 hrs.