

## Minutes of the meeting of the Finance Committee held 6pm Tuesday, 29 September 2020, via remote attendance.

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

20.052 To elect a chair

It was **resolved** to elect Councillor Scarlett as chair of the Finance Committee.

20.053 Apologies for absence

There were no apologies

20.054 To receive declarations of interests and/or consider any dispensations

There were no declarations

20.055 To agree the minutes of the finance meeting held on 25 August 2020

It was **resolved** to approve the minutes of the meeting held 25/08/2020 as an accurate record.

20.056 To resolve on moving into closed session on grounds of confidentiality, in accordance with the Public Bodies (Admission to Meetings) Act

It was **resolved** to move into closed session

20.057 To consider the new NJC pay scales applicable from 1 April 2020 and to resolved on a recommendation to full Council.

It was **resolved** to recommend adopting and implement NJC pay scales applicable to the Clerk and Administration Assistant backdated to the 1 April 2020

20.058 To resolve to agree the September payroll, the August bank reconciliation, and the August cash book.

It was **resolved** to accept and sign off September payroll, the August bank reconciliation, and cash book.

20.059 To examine and approve supplier payments to 29 September 2020 as below:

It was **resolved** to approve payments, including late payments, as below and to appoint Cllr Brewis and Cllr Scarlett to undertake BACS payments (BP).

Table 1: payments to September 2020

Pavee	Detail	Type	Net	VAT	Total
TalkTalk	Calls & Broadband	DD	26.95	5.39	32.34
XBM	Photocopier 22/7/20-21/08/20	DD	0.68	0.14	0.82
XBM	Photocopier CN 22/07/20-21/08/20	DD	-0.95	-0.19	-1.14
XBM	Photocopier 22/08/20 - 21/09/20	DD	2.88	0.58	3.46
XBM	Photocopier CN 22/08/20- 21/09/20	DD	-2.88	-0.58	-3.46
PKF Littlejohn	External Auditor	BP	300.00	60.00	360.00
Anglian Water	Toilet Block Water Rates 16/03- 05/09	BP	75.61	4.51	80.12
Mr D Large	Cemetery Grounds Maintenance	BP	45.00		45.00
Mr D Large	Cemetery Repairs & Maintenance	BP	115.00		115.00
Mr D Large	New bin fixing West Bank picnic area	BP	30.00		30.00
Mr D Large	Memorial Park tree works	BP	735.00		735.00
Heronwood Landscapes	PC Grass Cutting 14/08 & 28/08	BP	220.00		220.00
Heronwood Landscapes	Highways 2 cuts	BP	160.00		160.00
Heronwood Landscapes	LCC Picnic Area 2 cuts	BP	30.00		30.00
Heronwood Landscapes	Cemetery Grass Cut 2 cuts	BP	130.00		130.00
The Curlew Centre	Office Rent	BP	1,000.00		1,000.00
Savills	Land Rent 25/03/20- 28/09/20	BP	835.00		835.00
Mr R Smith	Travel Expenses	BP	15.30		15.30
Mr R Smith	Adobe Acrobat Subscriptions	BP	12.64	2.53	15.17
Mr R Smith	Zoom Meetings monthly subscriptions	BP	11.99	2.40	14.39
Mr R Smith	Mobile telephone September	BP	8.33	1.67	10.00
Mr R Smith	SLCC	BP	210.75		210.75
Mrs K Croxford	Travel Expenses	BP	6.84		6.84
Mrs K Croxford	Bin Straps	BP	3.50	0.70	4.20
Mrs K Croxford	Refuse Bags	BP	21.04	4.21	25.25
Mrs K Croxford	Hand Sanitiser & Masks	BP	11.97		11.97
Mrs K Croxford	Postage	BP	21.80		21.80
Mrs K Croxford	Mobile telephone September	BP	8.33	1.67	10.00
Staff	Salaries	BP	2,435.44		2,435.44
Lincs Pension Fund	Pension Scheme	BP	910.28		910.28
HMRC	Tax & NI 06/07/20-05/10/20	BP	1,732.63		1,732.63
BHIB Ltd	Council Insurance	BP	1,547.20		1,547.20
Npower	Pavilion Electricity	DD	106.48	5.32	111.80
Tyrrell Contractors Ltd	Car park drainage works	BP	5,000.00	1,000.00	6,000.00
<b>TOTAL</b>			<b>15,766.81</b>	<b>1,088.35</b>	<b>16,855.16</b>

- 20.060 To note receipts: bank interest £124.78; burial ground fees; £1150.00; allotment rent £36.75; Highways grass cutting payment £1008.17  
Receipts were noted
- 20.061 To note delegated expenditure by the clerk  
The delegated expenditure for £735.00 for storm damage trees in the Memorial Park were noted
- 20.062 To consider grant applications.  
Cllr York declared an interest as a member of the Sutton Bridge Food Bank and did not vote.  
It was **resolved** to approve £1000.00 grant application to the Sutton Bridge Food Bank
- 20.063 To note decision on insurance renewal  
It was noted that that the chairman in consultation with the clerk had appointed new insurance brokers BHIB.
- 20.064 To consider quotes for the upkeep and maintenance of Parish Council assets.
- I. It was resolved to approve quote to tidy up storm damage trees at £160.00
  - II. It was **resolved** to approve quote for Play Area inspection at £100.00 plus VAT
  - III. It was **resolved** to approve quote for Legionella risk assessment at £375.00 plus VAT
  - IV. It was **resolved** to approve quote for Quarterly temperature monitoring and Legionella water sampling at £560.00 plus VAT
- 20.065 To consider the purchase of a user licence for Adobe Acrobat Pro DC at £12.64 + VAT per month.  
It was **resolved** to recommend purchase of a user licence for Adobe Acrobat Pro DC at £12.64 plus VAT per month.
- 20.066 To consider allowing the Council's photocopier to be moved to the clerk's home address while current Government Covid-19 guidance continues to recommend working from home.  
It was **resolved** to recommend Council's photocopier is moved to the clerk's home address.
- 20.067 To consider the appropriateness of acting on any Council agreements affected by current Government Covid-19 guidance or restrictions  
It was **resolved** to recommend continuing acting on Council agreements during the Government Covid - 19 restrictions and investigate discounts available for telecommunications connections
- 20.068 To set time and date of next meeting  
It was **resolved** to hold the next meeting of the Finance Committee 6pm, Tuesday 27 October 2020, via remote attendance  
There being no other business, the meeting closed at 6.45 pm.

Signed.....  
Finance Committee Chair

Date.....