

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 6pm Tuesday, 29 September 2020. In accordance with [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) (LAPCP 2020), this meeting will be held via remote attendance.

The meeting may be joined using the following link:

<https://us02web.zoom.us/j/85065848161?pwd=VC9UT0EyT0RrUm50bnV2WFhFSUtCdz09>

Telephone: 0203 901 7895 / 0131 460 1196 / 0203 051 2874 / 0203 481 5237 / 0203 481 5240

Meeting ID: 850 6584 8161, Passcode: 360316

Information for members of the public & press: This meeting is open to members of the public and press. To join the meeting, click on above link 10 minutes before the time of the meeting. This can be done via computer, android/apple device, or by telephone. Late arrivals may not be admitted into the meeting. Unless otherwise indicated on the agenda, members of the public are not entitled to speak at the meeting, and microphones should be muted. Please note that the meeting may be recorded, and attendees' images captured.



Clerk - Sutton Bridge Parish Council

AGENDA

1. To elect a chair
2. Apologies for absence
3. To receive declarations of interests and/or consider any dispensations.
4. To approve the minutes of the finance meeting held on 25 August 2020.
5. 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).
6. To consider the new [NJC pay scales applicable from 1 April 2020](#) and to resolve on a recommendation to full Council.
7. To resolve to agree the [September payroll](#), the [August bank reconciliation](#), and the [August cash book](#).
8. To examine and approve supplier payments to 29 September 2020 as below, and to resolve on recommendation to full Council, including any late payments reported by the clerk.

Table 1: payments to 29 September 2020

| Payee | 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 |
| TOTAL | | | £ 9,113.13 | £ 83.03 | £ 9,196.16 |

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9. To note receipts: bank interest £124.78; burial ground fees £700.00; allotment rent £36.75; Highways grass cutting payment £1,008.17.
10. To note any delegated expenditure as reported by the clerk
11. To consider grant applications.
12. To note decision on insurance renewal.
13. To consider quotes for the upkeep and maintenance of Parish Council assets.
14. To consider the purchase of a user licence for [Adobe Acrobat Pro DC](#) @ £12.64 + VAT per month. For use by the Admin. Asst. to enable documents to be checked for accessibility prior to loading as pdf/a compliant files onto the new website; and to assist with general document handling. N.B. A license for this software is already held by the Parish Council for use by the clerk.
15. 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.
16. To consider the appropriateness of acting on any Council agreements affected by current Government Covid-19 guidance or restrictions.
17. To set time and date of next meeting