

Minutes of the meeting of the Finance Committee held 6pm Tuesday, 26 January 2021, via remote attendance.

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

21.001 Apologies were received from Cllr Goodwin.

21.002 There were no declarations of interests and/or consider any dispensations.

21.003 To agree the minutes of the finance meeting held on 15 December 2020
It was **resolved** to approve the minutes of the meeting held 15/12/2020 as an accurate record.

21.004 To resolve to agree the December bank reconciliation and cash book.
It was **resolved** to accept and sign off the December bank reconciliation and cash book.

21.005 To resolve to agree the January payroll.
It was **resolved** to accept and sign off the January payroll.

21.006 To examine and approve supplier payments to 26 January 2021 as below, and to resolve on recommendation to full Council, including any late payments reported by the clerk.
It was **resolved** to approve all payments to 18 February 2021 set out in the table below. Cllr Brewis and Cllr Scarlett to undertake BACS payments (BP).

Table 1: payments to 26th January 2021

Payee	Detail	Net £	VAT £	Total £
GES Water Ltd	Legionella risk assessment	375.00	75.00	450.00
GES Water Ltd	Water testing - January 2021	140.00	28.00	168.00
Heronwood	Grass cutting	140.00	-	140.00
TalkTalk	Calls & Broadband	26.95	5.39	32.34
Anglian Water WAVE	Water charges Pavilion	17.43	-	17.43
XBM LTD	Photocopier 22/11-21/12	27.68	5.54	33.22
Cozens (UK) Ltd	Take down Christmas lights	650.00	130.00	780.00
Mr R Smith	Expenses	42.75	3.36	46.11
Mrs K Croxford	Expenses	87.12	8.36	95.48
Mrs K Croxford	Home allowance overpayment	144.00	-	- 144.00
Staff	Salaries - January	2,042.00	-	2,042.00
WYPF	Pension Scheme	801.81	-	801.81
XBM LTD	Photocopier 22/12- 21/01	5.65	1.13	6.78
Total		4,212.39	256.78	4,469.17

21.007 There was no delegated expenditure to be reported.

21.008 Receipts were noted: bank interest £225.12 (Dec & Jan); Burial Ground fees £400.00; wayleave £201.42.

21.009 There were no grant applications to consider.

21.010 It was **resolved** to recommend the 3rd quarter budget as circulated.

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

21.012 Regarding quotes for Parish Council assets.

- I. It was **resolved** to recommend quote for the legionella high risk remedial works in the sports pavilion.
- II. It was **resolved** to recommend quote for the bus shelter maintenance.
- III It was **resolved to** recommend quote to properly mark out new garden allotments using suitable marking poles.
- IV. It was **resolved** to recommend quote for the new lockable manhole cover by the pavilion and new road gully grate in the car park @ £450.00.
- V. It was **resolved** to recommend not to proceed with further CCTV exploration on the pavilion drain.

21.013 To set time and date for next meeting.

It was **resolved** to hold the next meeting of the Finance Committee at 6 pm on 23/02/2021, via remote attendance.

There being no other business, the meeting closed at 6.41 pm.

Signed.....
Finance Committee Chair

Date.....