



# HARSTON PARISH COUNCIL

Chairman: Mr Niall O'Byrne. Clerk: Mrs Diane Bayliss

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## NOTICE OF A MEETING OF THE PARISH COUNCIL

*COVID-19 Pandemic (Temporary Regulations in force from 4th April 2020 expiring 7th May 2021)*

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, S78*

### To Members of the Finance Committee:

**Members: 5 Vacancy: 1 Quorum: 3**

I hereby give notice that a meeting of Harston Parish Council **Finance Committee** will be held via 'Zoom' on **Thursday 7<sup>th</sup> January 2021 at 7.00pm**

### Join Zoom Meeting

<https://us02web.zoom.us/j/86537656077?pwd=YU1PcU5UMDBZMlFpMHVsTnl0Z1Fhdz09>

**Meeting ID: 865 3765 6077**

**Passcode: 831416**

You are hereby summoned to attend for the purpose for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder:

Members of the public and press are invited to attend.

18<sup>th</sup> December 2020  
Clerk to the Parish Council

## FINANCE COMMITTEE AGENDA

- 20-21/17 Apologies and Reasons for Absence**  
*(LGA 1972 S 85(1))*
- 20-21/18 Members' Declaration of Interest for Items on The Agenda + Requests for Dispensation**  
*(Localism Act 2011 s 31 s 33)*
- 20-21/19 Open Forum for Public Participation (15 Minutes)**  
*At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.*
- 20-21/20 To Approve Minutes of Finance Committee Meeting**  
Minutes of Meeting Held 3<sup>rd</sup> December 2020
- 20-21/21 Bank Reconciliations**  
To Approve Bank Reconciliations for December
- 20-21/22 Approval of Payments**
- a. To Pay January Accounts
- Payments since the last meeting**
- |               |  |  |  |              |
|---------------|--|--|--|--------------|
| Diane Bayliss | December Salary                                      |  |  | Confidential |
| Jason Trueman | Pavilion Cleaner/Caretaker (1 <sup>st</sup> January) |  |  | £119.00      |
- Payments for tonight's meeting**
- |               |                          |        |       |        |
|---------------|--------------------------|--------|-------|--------|
| Diane Bayliss | Travel/ Clerk's Expenses | £58.20 | £0.00 | £58.20 |
|---------------|--------------------------|--------|-------|--------|

Eon	Street Lighting	£80.48	£4.02	£84.50
Fabrications Northeast	Commemorative Bench	850	£170.00	£1,020.00
Swaffham Bulbeck PC	SLCC Conference (half fees)	£150.00	£0.00	£150.00
CAPALC	Training Course	£75.00	£0.00	£75.00
PKF	External Audit Fees	£300.00	£60.00	£360.00
Red Shoes Accounting	Payroll	£37.50	£7.50	£45.00
	Play Area Replacement			
Online Playgrounds	Parts	£56.40	£11.28	£67.68

**20-21/23 Monies Received**

- a. Rural Payments Agency £370.50

**20-21/24 To Consider Quotations for Cemetery Software**

- Rialtas (Cemetery and Memorial Management Software)
- Edge It Systems (Cemetery and Memorial Management Software)

**20-21/25 Budget 2020-21**

- a. Update from Second Budget Meeting
- b. Precept Request for Full Council Decision

**20-21/26 To Consider Upper Limit for Cash Card Top Up**

**20-21/27 To Approve Updated Standing Orders**

**20-21/28 Date of Next Meetings:**

**4<sup>th</sup> February 2021 (Zoom)**

*Any business and payments to be considered at the Finance Committee meeting must be delivered to the Clerk for inclusion in the agenda at least 7 days prior to the meeting.*