



**HARSTON PARISH COUNCIL**

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

PO Box 330, Ely, Cambs. CB7 9GF

Email: [clerk@harstonparishcouncil.org.uk](mailto:clerk@harstonparishcouncil.org.uk)

**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 Quorum: 3**

I hereby give notice that a meeting of Harston Parish Council **Finance Committee** will be held via 'Zoom' on **Thursday 8<sup>th</sup> April 2021 at 7pm**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85703397274?pwd=K3Z4UUJBbU9SM3JUZFowWmxYOGJ3UT09>

**Meeting ID: 857 0339 7274**

**Passcode: 455857**

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.

29<sup>th</sup> March 2021

Clerk to the Parish Council

**FINANCE COMMITTEE AGENDA**

- 20-21/49 Apologies and Reasons for Absence**  
*(LGA 1972 S 85(1))*
- 20-21/50 Members' Declaration of Interest for Items on The Agenda + Requests for Dispensation**  
*(Localism Act 2011 s 31 s 33)*
- 20-21/51 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.*
- 20-21/52 To Approve Minutes of Finance Committee Meeting**  
Minutes of Meeting Held 4<sup>th</sup> March 2021
- 20-21/53 Bank Reconciliations**  
The Bank Reconciliations for March will not be considered at this meeting.
- 20-21/54 Cemetery Software**
  - a. To Note Final Quotation for Epitaph for Contract Year 1 Payment and Digital Map Link. Quotation approved but not properly recorded in the previous minutes.
- 20-21/55 Approval of Payments**

To Pay March Accounts

**Payments since the last meeting**

Diane Bayliss	March Salary			Confidential
Jason Trueman	Pavilion Cleaner/Caretaker			£168.00

**Payments for tonight's meeting**

Diane Bayliss	Travel/ Clerk's Expenses	£58.20	£0.00	£58.20
Eon	Street Lighting	£75.11	£3.76	£78.87
Epitaph	Annual Fee/Digital Search	£285.00	£57.00	£342.00
D P Garden Works	Grass Cutting	£330.00	£0.00	£330.00
SLCC	Training	£60.00	£12.00	£72.00
Nutcombe	Repair leaking tap	£46.00	£9.20	£55.20
Red Shoes	Payroll	£37.50	£7.50	£45.00
CAPALC	Affiliation Fees	£554.17	£0.00	£554.17
Viking	Printer and Ink	£324.41	£64.88	£389.29
Viking	Office Equipment	£123.16	£24.63	£147.79
SCDC	Cemetery Rates	£107.29	£0.00	£107.29

**20-21/56 Office Equipment**

a. To Note Purchase of Printer and other Office Equipment under Delegated Powers

**20-21/57 Disposal of Assets**

a. Parish Council Laptops and Printers

**20-21/58 Date of Next Meeting:**

**Finance Committee Meeting to Discuss Annual Return and Bank Reconciliations to be arranged before 6<sup>th</sup> May**

**6<sup>th</sup> May 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.*