



CAMBOURNE PARISH COUNCIL  
District of South Cambridgeshire

**FINANCE AND POLICY COMMITTEE**

A meeting of this Committee was held at The Hub Community Centre, Cambourne on Tuesday 22<sup>nd</sup> July 2014

Present:

Cllr S Crocker (Chairman)  
Cllr P Gavigan  
Cllr C McPhie

Cllr J O'Dwyer  
Cllr Mrs R Poulton  
Cllr J Patel

In attendance:                      John Vickery Parish Clerk  
   Liz Pinchen Deputy Parish Clerk

0 members of the Public were in attendance for the meeting.

**1. APOLOGIES**

There were no apologies for absence.

**2. MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda

Cllr J Patel declared a non-pecuniary interest in Item 5 as he is Treasurer of the Cambourne Youth Partnership (CYP).

**3. MINUTES**

It was:

**RESOLVED** that the Minutes of the meetings held on Tuesday 15<sup>th</sup> April (M56) were confirmed as being a correct record and duly signed by the Chairman.

**4. CHAIRMAN'S ANNOUNCEMENTS**

- Interviews for the Apprentice Office Administrator are to be held on Wednesday 23<sup>rd</sup> July 2014.
- Cambridgeshire County Council have approached the Parish Council regarding the future of the Blue School. Negotiations are to take place and it was agreed that Cllr Mrs R Poulton be involved in the discussions.

**5. CYP**

**Cllr J Patel left the room during this item.**

Nigel Taylor, Chairman of the CYP was in attendance or this item.

Signed

Date 21<sup>st</sup> October 2014

Concern had been raised previously that the budget statement showed an excess of expenditure over income, and that a large reserve was shown. Nigel Taylor presented a revised budget statement and clarified that the previous statement had shown staffing costs for a full year when in fact the full staffing cost were only to be incurred from September. A large proportion of the reserves are allocated to the new youth centre and other reserves are allocated to projects e.g. getting the music studio fit to be used. A certain level of reserves is needed to cover staff costs if necessary.

It was asked if any summer holiday activities are planned for this year. Due to staffing issues this has not been possible. The CYP is looking at planning day activities throughout the year and not just in the summer holidays.

It was:

**Resolved** that the grant of £20,000 for 2014-15 be released.

#### 6. **MISSION STATEMENT**

The Parish Clerk reported that the Cambourne Parish Council Mission statement had not been reviewed since 2004.

The statements in the Mission Statement were discussed and revised.

It was:

**Resolved** that a revised draft Mission Statement would be reviewed at the Council Meeting on 5<sup>th</sup> August 2014.

#### 7. **ELECTRONIC BANKING**

The Chairman reported that the vast majority of payments made by the Parish Council are by cheque which is expensive in both monetary terms and in staff time. The Chairman proposed that the committee consider a switch to an online banking system. The Chairman has experience of using an online banking system for a Parish Council and there are no issues with the financial Regulations or adherence to relevant legislation. There are packages available that allow for two councillors to authorise payments.

Unity Bank has a track record with Parish Councils and there are other banks that also have an online system. Moving to any bank other than Barclays will require the main current account to be moved.

Although most systems allow for authorisation by councillors to take place remotely it was felt that the councillors should only authorise payments in the Parish Office with the relevant paperwork to hand.

It was:

**Resolved** that a move to electronic banking be agreed in principle and that the Chairman and Parish Clerk be delegated to compare providers and make a recommendation to Council at the September meeting.

#### 8. **SKATEPARK FUNDING APPLICATION**

The Parish Clerk reported that following the submission of the Expression of Interest Form the Parish Council have been invited to complete the full application; however the maximum that can be applied for is £15,000 not the full £20,000. The shortfall maybe ound by reducing the area of tarmac slightly or by

Signed

Date 21<sup>st</sup> October 2014

applying for other grant funding.

It was:

**Resolved** that the full application for a grant of £15,000 be submitted and steps to reduce the shortfall be investigated.

**9. CORRESPONDENCE**

**Cambourne Fishing Club – Application for Financial Assistance.**

The Chairman reported that at a previous meeting the grant of £200 had been agreed in principle subject to receipt of satisfactory paperwork.

Concern was raised that the accounts for the Fishing Club showed a £50 donation to the Wildlife Trust and a credit balance of £3,175.42. It was agreed that the event for which the funds are requested is not just for the benefit of the Fishing Club but is of benefit to the wider community and therefore the previous agreement to give a grant should be honoured.

It was:

**Resolved** that a grant of £200 be given to Cambourne Fishing Club for the Dog Training Event with a request that any surplus not used be returned to the Parish Council and that there be no further requests for grants from the Fishing Club in this Financial Year.

It was felt that there need to be a review of the Grant Aid Policy and that in future requests need to be considered more rigorously. Concern was raised that as there is an annual budget for grant aid that applications received at the beginning of the Financial Year are at an advantage over those received later in the year.

It was:

**Resolved** to recommend to Council that in future Grant Applications are only considered twice a year at full Council meetings in March and September.

**Jill Carter – Request for donation of Hall hire for a charity event.**

Concern was raised that this should be a one off and not a regular event and that there is no indication when the previous event was held. Concern was also raised that there are no details of what the event is or a budget and no indication of which charity it is for; there may not be any direct benefit to Cambourne residents.

It was:

**Resolved** to delegate authority to the Parish Chairman and Chairman of the L & A Committee to resolve the issues and make a decision on the granting of the hire of the hall.

**10. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Exclusion of the press and the public.

**MOVE:** that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public are excluded from the Meeting.

Signed

Date 21<sup>st</sup> October 2014  
3-4

**CONFIDENTIAL ITEM**

**11. SPORTS AND SOCIAL CLUB**

The Parish Clerk presented a report to the Committee.

It was:

**RESOLVED** the report be received and the recommended actions be taken.

**12. PARISH COUNCIL PROJECTS**

The Parish Clerk presented a report to the Committee.

It was:

**RESOLVED** the report be received and Stuart Bremner Associates and Ashton Consulting be appointed for the Sports and Hub projects.

**13. STAFFING UPDATE**

The Parish Chairman presented a report to the Committee.

It was:

**Resolved** that the report be received and the actions taken be confirmed.

**14. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RE-ADMITTANCE OF THE PRESS AND THE PUBLIC.**

**MOVE:** that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**15. NEXT MEETING – 22<sup>nd</sup> July 2014**