



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 16th December 2014

Present:

Cllr S Crocker (Chairman)
Cllr P Gavigan
Cllr J O'Dwyer

Cllr J Patel
Cllr Mrs R Poulton

In attendance:

John Vickery Parish Clerk
Liz Pinchen Deputy Parish Clerk
Jessica Lydon Apprentice Office Administrator

1 member of the Public was in attendance for the meeting.

1. APOLOGIES

Cllr P Gavigan gave apologies as he would need to leave the meeting early.

It was:

RESOVLED that the apologies from Cllr P Gavigan be approved.

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

Cllr J Patel declared a disclosable pecuniary interest in Item 8 as he is Treasurer of the Cambourne Youth Partnership.

3. MINUTES

It was:

RESOLVED that the Minutes of the meetings held on Tuesday 21st October (M58) were confirmed as being a correct record and duly signed by the Chairman.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made no announcements

5. BEER FESTIVAL

The Chairman reported that discussions had been held with the Landlady of the

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Monkfield Arms regarding the possibility of holding a Beer Festival in Cambourne. This would be a joint venture with an expected sizable turnout. The possible venues of The Hub and the Sports Pitches had been discussed but it was felt that The Hub was too small and that the Sports Pitches would be a better option. Warren Bourne, Head Groundsman has been involved in the discussions.

The proposed dates are the weekend of 20th/21st June 2015; these dates do not clash with any other local beer festivals. As yet no arrangements in terms of the proceeds has been decided but it is envisaged that the Parish Council will take the lead on the setting up and the Monkfield Arms will take care of the stocking and manning of the event.

No costs have been investigated at this point.

It was felt that there should be some activities for children and food available.

It was:

Resolved that the Committee agreed in principle to the setting up of a Cambourne Beer Festival on the weekend of 20th/21st June 2015 and that the Chairman, Cllr P Gavigan, The Parish Clerk and Head Groundsman be delegated to investigate costs and liaise with the Monkfield Arms and that a report be presented at a future Council meeting.

6. FINANCIAL STATEMENT

6.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk.

It was:

RESOLVED that the schedule of payments be received and the payments approved.

6.2 Current Financial Statement

The Parish Clerk reported that spending is inline with expectations. Queries raised were answered by the Parish Clerk.

It was:

RESOLVED that the report on the Finance Spreadsheet as at 28/11/14 be received

Cllr P Gavigan left the meeting at this point

6.3 Bank Reconciliation

The Parish Clerk reported that Cllr J O'Dwyer had carried out an independent check on the Bank Reconciliations at 1st November 2014 and 1st December 2014.

It was:

RESOLVED that the report be received and the Bank Reconciliations at 1st November and 1st December 2014 be received and approved.

7. FACEBOOK

Cllr Ruth Betson was in attendance for this item.

Cllr Betson gave the following report.

I would like to propose creating a Facebook page for the Cambourne Parish Council to post information and updates. It would operate a bit like a bulletin board: only the Parish Council admins would be able to publish new posts, although residents would be able to comment and ask questions once a thread has been started.

The official Cambourne Parish Council Facebook page would not be in competition with, or detract from, any other Facebook pages or groups created by Cambourne residents. This would simply be the place for residents to find the definitive facts relating to Cambourne without business bias or personal opinion.

With all the developments and plans in the coming years, now is the time to start building engagement with people, especially if resident input is needed for the Parish Plan in the new year. Suggested posts would include regular updates on new shop development, information on consultation periods (yellow lines etc.) and how to object, timeframe for newly requested 20mph speed limit and so forth.

1. I volunteer as the main admin.
2. I suggest two more admins be appointed for continuity in case of sickness or other unforeseeable circumstances.
3. I propose that a media policy be put in place.

Concern was raised that comments on posts would need to be moderated prior to being visible on the page. Cllr Betson confirmed that the public would be able to post comments but that they would only be responded to is appropriate and in such a way as to bring the conversation back on track.

A Media Policy would be required to put in place procedures to deal with the moderating of comments. A Media Policy would also encompass the use of the Parish Council Twitter account and guidance on speaking to members of the Press.

Concern was raised that there would be too much overlap with the Grounds staff Facebook page however it was felt that the two pages had different purposes and therefore should not overlap.

Concern was raised that the page could lead to unrealistic expectations from the public e.g. requesting a swimming pool to be built. The page would be used to communicate with the public and engage with them more and encourage them to come to meetings to find out what is happening. Other Facebook pages are known to sometimes contain misleading information and this would be an opportunity to rectify this situation.

A Facebook page could also be used for features such as photo logs of building works and profiles of Councillors.

It was:

RESOLVED that the report be received and the item be added to the next full Council agenda with view to launching a Parish Council Facebook Page subject to agreement of a Media Policy.

Cllr Mrs R Poulton wished it to be recorded that she had voted against the resolution as she is concerned that there will be misuse of the page that will

reflect badly on the Parish Council and that it will lead to unrealistic expectations of the public.

8. BUDGET 2015-2016

The Parish Clerk presented the Draft Budget for 2015-2016 to the Committee and reported on the following issues:

Consideration has been given to the items suggested for inclusion in the draft budget.

- Parish Plan process:- This is included in the Community Development budget heading 1412
- Equipping the new Parish Office:- This is included in the Community Centre budget heading 2003.
- Equipping the Cricket Pavilion:- This is included in the Cricket Pavilion budget heading 2005
- Widening doorway into meeting room:- This is included in the Community Centre budget heading 2003.
- Planning of replacement of gym equipment:- No allowance has been made in the current budget.
- Maintenance and running of Blue School:- This is included in the Community Centre budget headings 1401-1423.
- Maintenance Store:- No allowance has been made in the current budget, but will be reviewed later in year to see if there is sufficient money in the Repairs and renewals budget.
- Brace Dein Toilets:- No allowance has been made in the current budget grant funding to be investigated

The salaries have been adjusted to include the latest pay award and revised staffing structure.

Adjustment has also been made to Caretaking and Cleaning hours to suit the additional buildings coming on stream next year.

The Draft Budget proposes a freeze in the Band D precept and a tentative 1% increase for the next 3 years. The Parish Clerk answered queries on the Draft Budget.

It was:

RESOLVED that the Draft Budget be presented at the next full Council meeting with a recommendation for approval.

It was:

RESOLVED that the Parish Clerk, Chairman and office staff be congratulated and thanked for the work involved in putting together the Draft Budget for 2015-2016

9. CAPALC AGM

The Vice Chairman, Cllr J O'Dwyer, had attended the CAPALC AGM. Cllr O'Dwyer reported that the majority of attending Councils had voted for CAPALC's Option 3 for fee restructuring. This will mean an increase in our fee of approximately £40-£50

Cllr O'Dwyer reported that he will follow up with Ian Dewar concerns with the

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use of CAPALC's reserves and the concerns regarding the level of advice and training offered by CAPALC.

It was:

RESOLVED that the report be received.

10. CORRESPONDENCE

This Item was deferred to the confidential section of the meeting.

11. 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.

CONFIDENTIAL ITEM

10. CORRESPONDENCE

The deferred item of confidential correspondence was discussed.

It was:

RESOLVED the correspondence be received and the recommended actions taken.

12. SPORTS CENTRE

The Parish Clerk presented a report to the Committee.

It was:

RESOLVED the report be received and the recommended actions taken.

13. 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.

14. DATE OF NEXT MEETING – 17th March 2014