



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 21<sup>st</sup> July 2015

Present:

Cllr S Crocker (Chairman)  
Cllr G Cooper

Cllr P Gavigan  
Cllr Mrs R Poulton

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

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

**1. APOLOGIES**

Apologies for absence had been received from Cllr J O'Dwyer and Cllr J Patel

It was:

**RESOLVED** that the apologies from Cllr J O'Dwyer and Cllr J Patel be approved.

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

There were no declarations of interest or requests for dispensation.

**3. MINUTES**

It was:

**RESOLVED** that the Minutes of the meetings held on Tuesday 24<sup>th</sup> March 2015 (M60) were confirmed as being a correct record and duly signed by the Chairman.

**8. CORRESPONDENCE**

**It was agreed to bring this item forward on the agenda as Mr Gerald Clutterbuck was in attendance for this item.**

Gerald Clutterbuck – Email regarding Ice Cream Bike.

Signed

Date 20<sup>th</sup> October 2015  
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**The meeting was adjourned to allow Mr Clutterbuck to speak.**

**The meeting was reconvened.**

It was confirmed that a licence was not required as not enough of the roads in Cambourne have been adopted but that Mr Clutterbuck was requesting the support of the Parish Council as a matter of courtesy and for permission to sell ice creams on Parish Council land. Any events that Mr Clutterbuck attended would require permission of the event organiser.

It was:

**RESOLVED** that the email be received and that the use of the Ice Cream Bike on Parish Council land be approved subject to sight of all relevant hygiene certificates.

**4. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made no announcements.

**5. REVIEW OF INTERNAL AND EXTERNAL AUDITORS**

**External Auditor**

Following the closure of the Audit Commission, which is being replaced by the Public Sector Audit Appointments Limited, smaller councils will be able to opt in or out of the appointment of an external auditor. Council's that opt out will need to appoint their own external auditor. The decision to opt out needs to be taken by the full Council and communicated in writing to the Appointing Body but the date for making this decision in 2015/2016 has not yet been set.

It was:

**RESOLVED** that the report be received and that the review of the External Auditor be considered and the appropriate full Council meeting.

**Internal Auditor**

The Internal Auditor that the Council has used for a number of years has, this year, proved to be difficult to contact and the audit was only completed one day prior to the deadline. Concern was also raised that the audit report was in the form of tick boxes and that a narrative report would be more useful. A shortlist of potential Internal Auditors will be drawn up for discussion at the next Finance & Policy Committee meeting.

It was:

**RESOLVED** that the report be received and that a short list of Internal Auditors will be produced by the Parish Clerk for discussion at the next Finance & Policy Committee.

**6. BLUE SCHOOL**

**Licence**

The Parish Clerk reported that work is progressing on the production of a licence for the use of the Blue School for the next school year.

It was:

**RESOLVED** that the Chairman and Cllr Mrs R Poulton be delegated authority to

Signed

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sign the Licence on behalf of the Council.

### **Transfer**

The Parish Clerk reported that this has to go to a Cambridgeshire County Council Project Board Meeting for consideration and to give officers authority for negotiations on the details of the Transfer. The transfer is not likely to take place prior to the end of 2015 or early 2016. The details of the transfer will be presented to the Council before the final proposal is made.

It was:

**RESOLVED** that the Chairman and Parish Clerk be delegated authority to negotiate on behalf of the Parish Council.

### **Fittings and Furniture**

After discussions held with Ruth French, Head Teacher, there is an opportunity to retain some of the fittings in the Blue School some of these they could have relocated to Hardwick School premises;

- Projectors and interactive White boards they have agreed to leave four (two in the preschool area and two in the remainder of the building,
- Kitchen fittings cooker, fixed units etc. and
- Dining room Chairs and Tables.

Concern was raised that the dining tables and chairs may not be suitable as the tables are round and the chairs too small, also that the projectors and interactive whiteboards are coming to the end of their useful life.

It was:

**RESOLVED** that the Chairman and Parish Clerk be delegated authority to negotiate on behalf of the Parish Council a suitable donation from the Community Building Repairs and Renewal budget.

### **Allocation of space**

A matrix is being produced to enable to allocation of space in the Blue School, as there are many requests for the available space. The Church have requested the permanent use of all the office space. There will need to be some space left for community use. The allocation of space will be discussed at a future Council meeting.

It was:

**RESOLVED** that the report be received.

## **7. NEW PARISH BUILDINGS**

The Parish Clerk reported that work is progressing and that The Hub extension is due to commence in mid-September and the Cricket Pavilion in mid to late September, both due to be completed January/February.

The works to The Hub also include widening of one of the doors to the Meeting Room.

It was:

**RESOLVED** that the report be received.

**9. 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. PHOTOCOPIER**

The Parish Clerk presented a report to the Committee

It was:

**RESOLVED** that the Parish Council enter into a new 5 year lease for a Ricoh MP C3503SP copier.

**11. BARRIERS**

The Parish Clerk presented a report to the Committee.

It was

**RESOLVED** that the Parish Council purchase 50 x 2.3 m crowd barriers from DSL Ltd.

**12. MAINTENANCE EQUIPMENT**

The Parish Clerk presented a report to the Committee.

It was:

**RESOVLED** the Parish Council purchase a new Diesel Gator, an ex-demo Electric Gator and 4 ton Trailer from AJ Scambler and Sons Limited.

**13. STAFFING**

The Parish Clerk presented a report to the Committee.

It was:

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

**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. DATE OF NEXT MEETING – 20<sup>th</sup> October 2015**