



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 20th October 2015

Present:

Cllr S Crocker (Chairman)
Cllr P Gavigan

Cllr J O'Dwyer
Cllr Mrs R Poulton

In attendance:

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

No members of the Public were in attendance for the meeting.

1. APOLOGIES

Apologies for absence had been received from Cllr G Cooper and Cllr J Patel.

It was:

RESOLVED that the apologies from Cllr G Cooper and Cllr J Patel be approved.

2. MINUTES

It was:

RESOLVED that the Minutes of the meetings held on Tuesday 21st July 2015 (M61) were confirmed as being a correct record and duly signed by the Chairman.

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

Cllr S Crocker declared a personal non-disclosable interest as he is also a District Councillor.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made no announcements.

5. PARISH PRECEPT AND ESTIMATED TAX BASE

The Parish Clerk reported that the current occupation figures that have been

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received from MCA have already exceeded the number of properties therefore a review by the District Council will be requested.

It was:

RESOLVED to receive the correspondence and request a review of the estimated tax base by South Cambs District Council due to the number of properties being exceeded.

6. PURCHASE OF PCSO TIME

Following the report from Chief Inspector Sutherland at the previous Council meeting (M144) discussions were held regarding purchase of PCSO time to tackle parking issues.

Concern was raised that there has been less PCSO presence within Cambourne each year however the policing figure in Council Tax is increasing. It was felt there is not a proportionate amount of PCSO time to the amount being paid. Cambourne currently has one PCSO who also works in other Parishes. It was felt that Cambourne residents would be paying double taxation in order to provide extra PCSO presence.

It was:

RECOMMENDED that Cambourne Parish Council do not apply for a grant for PCSO overtime and that a letter be written to Sir Graham Bright regarding the Parish Council's concerns regarding the allocation of PCSO time in relation to the Council tax paid.

7. TRADE FAIR

The Deputy Parish Clerk reported that during the preparations for the Cambourne Community Fete numerous requests were received from local business for a pitch at the Fete. As the Working Party had agreed that the Fete would be focussed on community groups and fete attractions these requests were declined.

As there is clearly a demand in Cambourne for businesses to have a presence at this type of event the concept of a Trade Fair, marketed as 'A Celebration of Business in Cambourne', was suggested. The idea has been put to several of the business that requested a presence at the fete and the response has been positively received.

It is suggested that the event be held in The Hub in the Spring of 2016 and is targeted at all Cambourne businesses. All business would be asked to provide free samples/taster session/discounts only available on the day in order to draw residents to the event.

This would be an excellent opportunity for the Parish Council to support and promote business in Cambourne but it would not be a fund raising event.

It was:

RESOLVED that the Parish Council would organise a Trade Fair to promote business in Cambourne.

8. FINANCIAL STATEMENT

8.1 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.

8.2 Current Financial Statement

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

The Parish Clerk reported that further to confirming the contracts for the Cricket Pavilion and Parish Office at the Leisure and Amenities Committee LA/M62 item 11 on the 23rd June the following monies have been transferred from the allocated reserves to the following budget headings:

| | | |
|------|------------------|-------------|
| 2003 | Community Centre | £199,706.00 |
| 2005 | Cricket Pavilion | £358,309.00 |

It was:

RESOLVED that the report on the Finance Spreadsheet as at 15/10/15 be received and that sufficient funds to cover the over spend on the new turf pitches be vired from allocated reserves, that the unspent festival budget of £2000 from 2014/15 be vired forward into 2015/16 as agreed at Finance and Policy meeting FINM60 held on 24th March 2015 and that the Budget headings 2003 and 2005 be adjusted by viring the above amounts from Allocated Reserves.

8.3 Bank Reconciliation

It was:

RESOLVED that the report be received and the Bank Reconciliations at 1st September and 1st October 2015 be received and approved and that on the Bank Reconciliations, unrepresented cheques be reworded to read unrepresented payments.

8.4 Review the presentation/layout of the Estimates of Expenditure

Concern was raised that the public may find it difficult to understand the total cost of salaries as it is currently sub-divided under various cost headings. After consideration it was suggested that the percentages of the salaries be indicated under each expenditure code and the current salary total on the last page be more clearly identified.

It was:

RESOLVED to amend the Estimates of Expenditure to show the percentage of the total salary bill against each salary entry.

8.5 Annual Return

The Parish Clerk, Deputy Parish Clerk and Office Staff were congratulated on an unqualified audit. When completing the annual return, there were some minor errors in the statement of accounts that did not affect the auditors

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opinions.

It was:

RESOLVED to receive the Annual Return and that the statement of accounts be corrected for next year.

9. NEW PARISH BUILDINGS

Building works for the Hub Extension and new Cricket Pavilion have begun and are progressing well. Block work, brick work and floors beams have started being built at both locations. The timber frame for the Cricket Pavilion is due to arrive in approximately 3 weeks' time. The timing of the break through to the Hub extension will be agreed with the office staff and be timed to reduce any impact on the operation of the Council.

Progress is being made on the new 3G pitch and is on schedule for going out to tender following the FA's set procurement strategy.

It was:

RESOLVED that the report be received.

10. CORRESPONDENCE

No correspondence had been received.

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 ITEMS

12. STAFFING

The Parish Clerk presented a report to the Committee.

It was:

RESOLVED that the reports be received and the recommended actions be taken.

13. STANDING ORDERS

The Chairman presented a report on Standing Orders.

It was

RESOLVED that the report be received and that the wording to the Standing Orders be changed to say:

"The Chairman and Vice Chairman of the Parish Council plus up to one additional councillor shall upon..." and that the Chairman and Vice Chairman commence the Clerk's appraisal process.

14. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Re-admittance of the press and the public.

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

15. DATE OF NEXT MEETING – 15th December 2015