



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 15th December 2015

Present:

Cllr S Crocker (Chairman)
Cllr G Cooper
Cllr P Gavigan

Cllr J O'Dwyer
Cllr Mrs R Poulton

In attendance: John Vickery Parish Clerk
Jessica Lydon Apprentice Office Administrator

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

1. APOLOGIES

Apologies for absence had been received from Cllr J Patel.

It was:

RESOLVED that the apologies from Cllr J Patel be approved.

2. MINUTES

It was:

RESOLVED that the Minutes of the meetings held on Tuesday 20th October 2015 (M62) 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 wished the committee a Merry Christmas and a Happy New Year.

5. FINANCIAL STATEMENT
5.1 Schedule of Payments

Signed

Date 22nd March 2016
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Queries raised were clarified by the Parish Clerk.

It was requested that items that need to be recharged have an 'R' next to them.

It was:

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

5.2 Current Financial Statement

The Parish Clerk reported that the Council has been keeping within its agreed revised budgets and spending in accordance with the Financial Regulations.

It was:

RESOLVED that the report on the Finance Spreadsheet as at 11/12/15 be received.

5.3 Bank Reconciliation

It was:

RESOLVED that the report be received and the Bank Reconciliation at 1st December 2015 be approved and signed.

6. BUDGET 2015-2016

The Parish Clerk presented the draft budget for consideration. Clarification was given on the background of the figures included in a number of budget headings to ensure they were relevant.

It was:

RESOLVED that budget heading 1412 be increased by £2,500 to £10,000 to give sufficient funding for the completion of the Parish Plan consultation.

It was:

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

The Chairman thanked the Parish Clerk for his work put into producing the Budget.

7. CAPALC AGM

Cllr J O'Dwyer attended the CAPALC AGM and presented a report to the committee. (copy of report attached)

It was:

RESOLVED that the report be received.

8. NALC

The attached correspondence on NALC Direct Access Scheme was considered.

It was:

RESOLVED that the Chairman and Vice-Chairman's actions in confirming that the Council would take advantage of Direct Access Scheme be confirmed.

Signed

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9. INTERNAL AUDITOR

The Parish Clerk is in discussions with the existing Internal Auditor and perspective new Internal Auditor's. A further report will be made at the January Council meeting.

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

12.1 Staffing Update

The Parish Clerk presented a report to the committee.

12.2 Parish Clerk's Appraisal

The Chairman updated the committee on the Clerk's appraisal.

It was:

RESOLVED that the reports be received and the recommended actions be 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 – 22nd March 2016

AGENDA ITEM 5

FINANCIAL STATEMENT

5.1 SCHEDULE OF PAYMENTS: to consider schedule of payments, copy attached.

RECOMMENDATIONS:

That the schedule of payments attached be received and the payments be approved.

SCHEDULE OF PAYMENTS

Paid Accounts

Voucher No	Amount	Name	For	Budget Code	Freq.
	670.00	Scottish Power	MUGA - Electricity	1202	M
	180.96	Coulsons	Toilet repairs at Sports Pavilion	1809	
	996.00	Castele Consultancy	Consultancy support 3g pitch.	2004	
	584.40	CCL Supplies	Cleaning materials	1411	
	4.44	QVS	Battery Pack	1104	
	82.44	Real Christmas Trees Ltd	Extension Leads	1110	
	1,216.56	Balfour Beatty	Lampost sockets	1110	
	184.15	Coulsons	Security light at CYP	1413	
	69.60	Premier Logos	LUC Banners	1110	
	69.60	Premier Logos	10K banners	1412	
	14.28	CPC	Santa hats for switch on	1110	
	1,199.22	Newmarket Plant Hire	Cherry Picker Hire	1110	
	72.12	CBS Office Solutions	Stationery	405	
	32,017.90	Coulsons	Completion of Hub Exten	2003	
	273.29	Munro	Repairs to Blue Sch boiler	1410	
	83.52	Cooler Aid	Water cooler	1421	M
	1,200.00	Technical Surfaces	Power Wash Tennis Courts	1208	
	85.92	CCL Supplies	Cleaning materials	1411	
	67.84	AJ & R Scambler	Engine Oil	1104	
	52.51	Lovewell Blakes	Air Filters	1410	
	630.00	Complete Cleaning	Hub and Sports Pavilion Cleaning	1417	M
	46.43	CPC	Santa hats for switch on	1110	
	1,339.14	Raedan	Communications works to Blue School	1413	

Signed

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5.2 CURRENT FINANCIAL STATEMENT: the council has been keeping within its agreed revised budgets and spending in accordance with our Financial Regulations, copy of Finance Spreadsheet as at 11.12.15.

RECOMMENDATIONS:

That the report on the Finance Spreadsheet as at 11.12.15 be received.

- 5.3 Bank Reconciliations:** to consider approving the Bank reconciliations as at the 1st December 2015.

RECOMMENDATIONS:

That the bank reconciliation attached be received and approved.

**CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 1st December 2015**

Prepared by John Vickery Parish Clerk and RFO 08/12/2015

Total Receipts of the Council up to 30th November 2015		2,178,613.51
Total Receipts of the CPEF up to 30th November 2015		1,156,170.76
Total Payments by the Council up to 30th November 2015		591,370.03
Total Payments by the CPEF up to 30th November 2015		790,617.80
Balance	A	1,952,796.44

Barclays Bank PLC		
Account No 93936082		
Statement from Bank dated 1st December 2015		1,000.00
Account No 90496049		
Statement from Bank dated 1st December 2015	£	1,584,289.13
Account No 23365964 CPEF		
Statement from Bank dated 1st December 2015	£	365,552.96
Total		1,950,842.09

Unpresented cheques at 30th November 2015
Barclays

	TOTAL	£	-
Unrecorded income at 30th November 2015			
	TOTAL		1,954.35
Balance	B	£	1,952,796.44
Check A-B			-0.00
Petty Cash	Total		205.97
Balance including Petty Cash	Total		1,953,002.41

Signed
Chairman Clerk Date

Independent Councillor Check Date

Signed

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AGENDA ITEM 6

FINANCIAL STATEMENT

After reviewing the draft budget circulated showing all the items suggested for inclusion in the budget which even with a 3% increase did not give a balanced budget over the following 3 years. The Parish Clerk after discussions of the Parish Chairman revisited the budget to identify ways of getting it to balance.

The first area to be reviewed was the major expenditure for the buildings and it was identified that the whole construction cost including the PV's and associated works, which is being funded by the Cambourne Parish Energy Fund had been included.

The projected incomes have also been reviewed and

1. The income from Everyone Active for the Sports Centre had not been included.
2. The income for the trailer park has been adjusted to show a 5% increase in the years 16/17 & 17/18 to take into account the rates increase due to removal of the transitional rate relive as we are not eligible. A rate review is being investigated.

List of amendments to the Budget

1. The percentage of salaries for the relevant items and a total of salaries on page 5
2. 1100 income added for 15/16 and future years in line with Everyone Active budget forecast.
3. 1700 income adjusted.
4. 2000 income added to show transfer of monies from the Cambourne Parish Energy Fund to cover energy reduction on the building projects (Parish Office, Cricket Pavilion and 3g ATP).

The above adjustments means that the budget can be balanced with the Band D in the year 16/17 frozen and only a tentative 1% increase in the following years.

Note the 15/16 Budget estimates indicated a tentative 1% increase in Band D for 16/17 financial year.

It is:

RECOMMENDED that the Draft Budget estimates be presented at the next full Council meeting with a recommendation for adoption.

AGENDA ITEM 7

Report to CPC - F & P committee, 15th December 2015, of the AGM of Cambridgeshire and Peterborough association of Local Councils (CAPALC) held on 10th December 2015.

Meeting commenced at 7.30pm with a welcome and introduction by *Henry Clark, CAPALC Chairman*

There was a presentation on Parish Councils and Pension Provision by *Liam McCann of Enrol My Staff (a commercial company)*. *The power-point presentation will be circulated to Parish Clerks via CAPALC. Too much detail to retell but Liam McCann reiterated that you should not assume your payroll company will undertake all, or some, of the work; all employers will have some work do; the ultimate responsibility lies with the Council, not the RFO and/or Clerk.*

NALC's *Johnathan Owen (NALC CEO)* gave a presentation about the benefits of belonging to NALC and the view of Government on the benefits of parish councils. When asked to justify NALC's 19% increase in fees, no satisfactory answer was forthcoming.

The Board Report & Annual Review for year ending 31st March 2015, the Annual Accounts for the year ended March 31st 2015 and a Budget for the financial year 2015/16 were tabled. It was commented that this information is of more use when circulated with the agenda. Apparently, the treasurer resigned shortly before the AGM delaying the financial information. Questions on finances could not be answered and so they were curtailed, with the opportunity extended to contact CAPALC with any financial queries at another time. It was a little shambolic.

No resolutions were received from member councils or the CAPALC Board

Affiliation Fees for the financial year 2016/17 (3% increase) as proposed by the CAPALC Board were agreed by the floor, no satisfactory explanation was given. I was one, of two or three, that voted against the proposal.

Two nominations to elect councilors, from member councils to vacant seats on the CAPALC Board, were made from the floor and duly elected.

9.30pm – Close

Joseph O'Dwyer

Signed

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AGENDA ITEM 8

NALC Direct Access Scheme

Councils who are members of CAPALC with an electorate of 6,000 or more, or annual budgeted income of £250K are eligible to have Direct Access to NALC rather than channelling all requests via CAPALC.

As well as operating a Larger Councils Committee, which voices the policy views and interests of larger councils the Direct Access Scheme provides Direct Access to NALC legal services and hosts a one-day bespoke event for larger councils at the end of every year.

NALC also has a Larger Councils E-Hub to allow larger councils to share and debate specific policy matters of interest and relevance such as Business Rates and the Local Government Ombudsman.

Currently in Cambridgeshire and Peterborough the following communities if members of CAPALC can benefit from Direct Access to NALC for a range of Legal, Procedural, Process, Administrative, Financial and HR matters.

District Council Name Electors
Huntingdon St. Neots Town 24,008
Fenland Wisbech Town 17,168
Fenland March Town 16,653
Huntingdon Huntingdon Town 16,646
East Cambs Ely 14,914
Huntingdon St. Ives Town 12,955
Fenland Whittlesey Town 12,756
Peterborough Bretton 9,158
East Cambs Soham 8,330
Peterborough Orton Longueville 8,173
Fenland Chatteris Town 8,107
Peterborough Orton Waterville 7,922
Peterborough Hampton 7,258
Huntingdon Yaxley 6,932
South Cambs Histon/Impington 6,753
Huntingdon Ramsey Town 6,577
East Cambs Littleport 6,214
South Cambs Cambourne 6,194

In addition I would like to nominate other councils to have Direct Access to NALC, specifically those councils who have invested in training their staff and have a trained clerk who has gained a parish and town council sector specific degree.

If your council qualifies for Direct Access to NALC and your council is a member of CAPALC or would like to become one please contact me and confirm your wish to be a Direct Access council by 15th December 2015.

Ian Dewar
CEO

Signed

Date 22nd March 2016
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