



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 22nd March 2016

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

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

1. APOLOGIES

No apologies for absence had been received.

2. MINUTES

It was:

RESOLVED that the Minutes of the meetings held on Tuesday 15th December 2015 (M63) 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 in items on the agenda as he is also a District Councillor.

4. CHAIRMAN'S ANNOUNCEMENTS

- The Chairman and Vice Chairman have met with the Parish Plan Steering Committee and ratified the amended questionnaire. The questionnaire will go live on 28th March 2016.
- An extraordinary meeting of the District Council had been called to scrutinise the Local plan.
- Thoughts are with the people of Brussels following today's terror attacks.

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5. FINANCIAL STATEMENT

5.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk.

It was requested that the period covered by the Schedule of Payments is indicated on the report.

It was:

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

6. ANNAUL RETURN2015 - 2016

The Parish Clerk reported that the Annual Return had been received and he will work to the designated timescales to ensure that the Council's duties are fulfilled. The Annual Return must be signed by 13th June 2016.

The Parish Clerk reported that he has faced issues with sourcing alternative Internal auditors due to the scale of Cambourne Parish Council and the value of assets involved. The previous Internal Auditor, Michael Williamson, is willing to continue and to provide a narrative report alongside the tick box report.

It was:

RESOLVED that the report be received and that Michael Williamson be appointed as Internal Auditor and with the addition of a narrative report.

7. REVIEW OF POLICIES

It was noted that no new model Standing Orders or Financial Regulations had been released. The Parish Clerk reported that the Terms of Reference & Delegated Powers needed to be updated to reflect the changes in the numbers of members on each committee. The Chairman of each committee would review their own committee's Terms of Reference & Delegated Powers.

It was:

RESOLVED that the Terms of Reference and Delegated Power be amended to reflect the correct number of committee members for each committee and that the Standing Orders, Financial Regulations and Terms of Reference & Delegated Powers be reviewed at the Annual Council Meeting.

8. BLUE SCHOOL

The Parish Clerk reported that there was movement on the production of the lease and that it was anticipated that the engrossments will be received for signing week commencing 28th March 2016.

The Parish Clerk reported that he has sent an email requesting the first steps be taken in arranging the transfer of the building to the Parish Council. An option to extend the lease as necessary if the transfer has not been completed in time will be requested.

It was:

RESOLVED that the report be received.

9. LAND TRANSFER REPORT

The Parish Clerk reported that the Land Transfer engrossments had been

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received for:

- GC14, GC30 and UC01 (Taylor Wimpey Developments Ltd)
- UC09 (Taylor Wimpey UK Ltd)
- UC03 (Taylor Wimpey East Anglia Ltd)
- GC01 and GC05 (MCA East Ltd)
- GC06 (Bryant Homes Southern Ltd)

It was:

RESOLVED that the Chairman and Vice-Chairman be delegated authority to sign the Land Transfer engrossments.

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. CLEANING CONTRACTS

The Committee considered three tenders for the cleaning contract for the Parish Council buildings.

It was:

RESOLVED that Complete Cleaning would be retained for a minimum period of 12 months.

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 – 19th July 2016

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FINANCIAL STATEMENT

12.1 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.
DD	670.00	Scottish Power	Muga Electricity	1202	M
DD	488.10	SCDC	Maintenance Yard Bins Trade & Hub Recycling	1814	M
DD	47.64	SCDC	Hub Bin Trade waste	1422	M
DD	13.00	SCDC	Cricket Pavilion Bin	1814	M
DD	70.00	SCDC	Blue School Bins	1422	M
DD	310.00	SWALEC	Hub - Gas	1416	M
DD	193.98	Cambridge Water	Blue School	1414	½
DD	28.45	Cambridge Water	Water - Brace Dein Allotments		½
DD	22.38	Cambridge Water	Water - Gt Cambourne Cricket Wicket		½
DD	194.75	Orange	Mobile phones	403	M
DD					
B255	486.62	A J & R Scambler & Sons	Equipment Repairs	1104	
B256	394.80	Briar Security Systems	Office Alarm system	1419	
B256	87.00	Briar Security Systems	Call out to SP	1812	
B257	67.62	Cambridge Outdoor Living	Fencing	1105	
B257	1,200.48	Cambridge Outdoor Living	Fencing	2004	
B258	30,598.84	Coulsons	Hub completion works	2003	
B258	94.12	Coulsons	Toilet repairs Sports pav	1809	
B259	955.98	EC & CA Runciman	Tractor Hire	2004	
B260	348.00	Flexerefrigeration Ltd	Repairs to Hub fridge	1410	
B261	30.00	SLCC	Finance Training Day	501	
DD	156.72	Barclays	Bank charges A/c 93936082	203	M
DD	282.90	Eon	Cricket Pavilion	1806	M
DD	15.78	Eon	Trailer Park	1705	M
DD	75.24	SGW Payroll	Payroll processing	207	M
DD	28.90	Barclaycard	Merchant services	203	M
B262	1,405.25	A J & R Scambler & Sons	Equipment Repairs	1104	
B263	30.21	Eon	UMS Christmas Lights R	1110	A
B264	175.37	Gibbs & Dandy	Office Shelving	408	
B265	199.00	Hephers Electrical	Fridge for office	408	
B265	1,528.95	Hephers Electrical	White goods Cricket Pavilion	1807	
B266	35.99	Madingley Mulch	Wood Preserver	1105	

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B267	1,132.92	St John Ambulance Supplies	Defibrilator		
DD	141.10	Fuel Genie	Petrol & Diesel	1109	M
DD	775.84	Opus	Hub - Electricity	1407	M
DD	659.20	Total Gas & Power	Blue School Gas	1416	M
DD	91.50	EE & T Mobile	Mobile Phones	403	M
DD	655.65	SSE	Blue School - Electricity	1407	M
DD	222.62	British Gas	Sports Pavilion - Electricity	1806	M

Signed

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