



# 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 20<sup>th</sup> March 2018. Meeting commenced at 19:36pm.

Present:

Cllr J O'Dwyer (Chairman)  
Cllr Mrs R Poulton  
Cllr P Gavigan

Cllr S Shivananjappa  
Cllr G Thompson

In attendance:

John Vickery Parish Clerk  
Heather Nigbur-Day– Deputy Parish Clerk

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

### **1. APOLOGIES**

Apologies for absence had been received from Cllr S Krintas and Cllr J Patel. Acceptable reasons for absence had been given.

It was:

**RESOLVED** that the apologies for absence from Cllr S Krintas and Cllr J Patel be received and approved.

### **2. MINUTES**

It was:

**RESOLVED** that the Minutes of the meetings held on Tuesday 19<sup>th</sup> December 2017 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 G Thompson declared Interest in Item 7 as a relative of one of the residents on the application form and also Item 11 and 12 as a member of Everyone Active .

### **4. CHAIRMAN'S ANNOUNCEMENTS**

- The Zebra crossing application has been successful, which means we will have part funding from Cambridgeshire County Council to get the crossing put in, this also means we have set a precedence within Cambourne and helps with possible future crossings. The Committee wished to thank the Parish Clerk for his hard work in obtaining approval and a successful outcome to the application.

- The Outstanding Youth Initiative award was presented to Dr Sujit Bhattacharya of the Cambourne Electronics and Robotics Club. Dr Bhattacharya runs the club, which started around his kitchen table, for children from 8 years old up to 14 years old. It is now held over two sessions on Sundays and attended by more than 30 students. The activities were described as “Empowering the youth in the community with the necessary digital skills that era essential in todays world, that will develop tomorrows innovators.”

## 5. FINANCIAL STATEMENT

5.1 To receive the schedule of payments. There were no quires discussed.

It was:

**RESOLVED** to receive the schedule of payments.

5.2 To receive a report on the current financial position.

It was:

**RESOLVED** to receive the report on the current financial position.

5.3 To receive the Bank Reconciliation.

No questions were raised

It was:

**RESOLVED** to receive the Bank Reconciliation.

## 6. POLICIES

The Parish Clerk presented a report following training courses provided by SLCC, CaPALC and LCPAS with regard to the General Data Protection Regulations (GDPR) there have been a number of Documents that will need amending and policies to be produced. There are a number of templates for policies and documents that will be required to be produced or planned to be implemented to meet the GDPR requirements. The GDPR comes into effect on the 25<sup>th</sup> May 2018.

It was

**RESOLVED** that the Parish Clerk be delegated power in discussion with the Parish Chairman and Vice Chairman to produce the relevant Documents and Policies to enable the Parish Council to be compliant with GDPR.

## 7. GRANTS

**Cllr G Thompson took no part in the following discussions.**

A grant application was received from Cambourne Community Car Scheme, requesting support to upgrade their It system, which would make booking appointments more efficient.

It was

**RESOLVED** that the grant application for one hundred pounds would be approved and the necessary actions be taken.

**8. SBO2 BACK LANE**

The Parish Clerk presented a report as part of the planning consent there was contribution towards Community Facilities and Open Space through a s106 agreement. The s106 agreement required a deed of covenant be agreed.

It was

**RESOLVED** that the Chairman and Vice Chairman be authorised to sign the deed of covenant and witnessed by the Parish Clerk.

**9. CORRESPONDENCE**

**9.1 Election Hustings**

Correspondence was received and discussed regarding the District Council using the Parish Councils facilities to hold an Election hustings before the May 3<sup>rd</sup> Elections.

Cllr R Poulton wished to abstain from receiving the correspondence.

It was

**RESOLVED** to receive the correspondence and offer the District Council Candidates space to hold the Hustings on 24<sup>th</sup> April 2018 and it be delegated to the Chairman and Vice Chairman in discussion with the Parish Clerk with to arrange a Hustings for the Parish Council Candidates on the 1<sup>st</sup> May 2018 if appropriate.

**10. 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**

**11. SPORTS CENTRE**

To receive a report from the Parish Clerk.

It was:

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

**12. SPORTS CENTRE OPENING TIMES**

A report was received from Shane Reilley.

It was:

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

**13. TRAILER PARK**

The Parish Clerk presented a quote for security improvements at the Trailer Park.

It was:

**RESOLVED** that the quote be received and the recommended actions be 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 – 19<sup>th</sup> June 2018**

The meeting closed at 20.20pm.

# CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 20<sup>th</sup> March 2018

## 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**

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
28-Feb-18	DD	731.00		731.00	Scottishpower	Muga Electricity	1202	m
01-Mar-18		294.50		16.74	Pennon Water Services	Woodfield Lane	1414	½
01-Mar-18		31.62		31.62	Pennon Water Services	New Cricket Pavilion	1414	½
01-Mar-18		67.59		67.59	Pennon Water Services	Greenhaze Lane	1811	½
01-Mar-18		294.50		294.50	Pennon Water Services	Blue School	1414	½
01-Mar-18		296.12		296.12	Pennon Water Services	Crow Hill	1011	½
01-Mar-18		258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Mar-18		58.33		58.33	SCDC	Hub Bin Trade waste	1422	M
01-Mar-18		23.37		23.37	SCDC	New Cricket Pavilion Recycling	1814	M
01-Mar-18		374.40		374.40	SCDC	Sports Pavilion Trade Waste	1114	M
01-Mar-18		13.00		13.00	SCDC	LC Cricket Pavilion Bin	1814	M
01-Mar-18		49.83		49.83	SCDC	Blue School Bins	1422	M
01-Mar-18		10.92		10.92	SCDC	Hub recycling	1422	M
01-Mar-18		24.92		24.92	SCDC	New Cricket Pavilion Bin	1814	M
06-Mar-18	B900	100.00	20.00	120.00	ah Electrical	repair faulty bollard light (HUB)	1410	
06-Mar-18	B901	141.50	28.30	169.80	Briar	Replace faulty bell (Soul Building)	302	
06-Mar-18	B902	55.30	11.06	66.36	BrightVisions	IT Agreement	404	M
06-Mar-18	B903	126.00	25.20	151.20	Cambridge Outdoor Living	Strainers x 14	1107	
06-Mar-18	B904	80.36	16.07	96.43	CCL Supplies	Hand towels, cleaning materials	1411	
06-Mar-18	B905	624.4	124.88	749.28	Coulson	Replacement Acuator valve (The Hub)	1410	
06-Mar-18	B906	17.34	3.47	20.81	CPC	Gloves	106	
06-Mar-18	B907	4,658.00	931.60	5,589.60	EA Earth Anchors	Sentinel Bins	1107	
06-Mar-18	B908	20.65	4.13	24.78	GR8 Hire	Cement Mixer	1107	
06-Mar-18	B909	40.69	8.13	48.82	lbbetts	Wood preserver, roll pin kit, sealfix strings	1107	
06-Mar-18	B910	1,243.00	248.60	1,491.60	JezO's	Switch on event Deposit [LUC]	1110	
06-Mar-18	B911	400.00	80.00	480.00	MEP Studio	External lighting design CYP	207	

06-Mar-18	B912	151.05	30.21	181.26	Premier Logos	Staff Uniform	106	
06-Mar-18	B913	29.64	5.93	35.57	Ridgeons	Cement	1107	
06-Mar-18	B913	19.39	3.88	23.27	Ridgeons	Sawn Carcassing treated mix	1107	
06-Mar-18	B914	65.39	13.06	78.45	Screwfix	Wrench, rawplug mixer nozzle, active buckets	1107	
06-Mar-18	B915	565.00		565.00	Simpsons Garden Design	Landscape drawings for Soul Building	207	
06-Mar-18	B916	370.00	74.00	444.00	Technical Surfaces Ltd	Matchfit service	1201	
06-Mar-18	B917	259.20	51.84	311.04	Tudor Environmental	Litter picking equipment	1107	
06-Mar-18	B917	258.00	51.60	309.60	Tudor Environmental	Removable bollard c/w ground socket.	1107	
06-Mar-18	B918	166.60	33.32	199.92	Window Services	Replace smashed window (Soul Building)	302	
08-Mar-18		20.74	1.04	21.78	Eon	Trailer Park	1705	M
12-Mar-18		24.41	3.08	27.49	Barclaycard	Merchant services	203	M
12-Mar-18		79.30	15.86	95.16	SGW Payroll	Payroll Processing	207	M
12-Mar-18		549.18	109.83	659.01	SSE	Blue School Electricity	1407	M
12-Mar-18		169.12	33.81	202.93	Fuel Genie	Petrol & Diesel	1109	M
14-Mar-18	B919	7,224.08		7,224.08	Cambourne Youth Partnership	S106 Community Youth worker TW	100	

- 5.3 Bank Reconciliations:** to consider approving the Bank reconciliations as at the 1<sup>st</sup> March 2018.

**RECOMMENDATIONS:**

That the bank reconciliation attached be received and approved.



**CAMBOURNE PARISH COUNCIL  
BANK RECONCILIATION AT 1st March 2018**

Prepared by John Vickery Parish Clerk and RFO 15/03/2018

Total Receipts of the Council up to 28th February 2018		1,267,216.12
Total Receipts of the CPEF up to 28th February 2018		1,199,218.31
Total Payments by the Council up to 28th February 2018		927,927.31
Total Payments by the CPEF up to 28th February 2018		852,007.37
<b>Balance</b>	<b>A</b>	<b>686,499.75</b>

Barclays Bank PLC		
Account No 93936082		
Statement from Bank dated 1st March 2018		1,000.00
Account No 90496049		
Statement from Bank dated 1st March 2018	£	327,259.72
Account No 23365964 CPEF		
Statement from Bank dated 1st March 2018	£	347,210.94
<b>Total</b>		<b>675,470.66</b>

Unpresented cheques at 28th February 2018  
Barclays

	<b>TOTAL</b>	£	-
Unrecorded income at 28th February 2018			
	<b>TOTAL</b>		11,029.09
<b>Balance</b>	<b>B</b>	£	<b>686,499.75</b>
Check	A-B		-0.00
Petty Cash	Total		173.39
<b>Balance</b> including Petty Cash	Total		<b>686,673.14</b>

Signed  
Chairman Clerk Date

Independent Councillor Check

Date

Signed

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Date 19<sup>th</sup> June 2018