



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 17th July 2018. Meeting commenced at 7:28 pm.

Present:

Cllr J O'Dwyer (Chairman)

Cllr Mrs R Poulton

Cllr P Gavigan

Cllr S Krintas

Cllr P Mills

Cllr J Patel

Cllr E Spanner

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

No apologies were received as all Councillors were present.

2. MINUTES

It was:

RESOLVED that the Minutes of the meetings held on Tuesday 20th March 2018 were confirmed as being a correct record subject to the spelling and grammatical corrections and duly signed by the Chairman.

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

No declarations made.

4. CHAIRMAN'S ANNOUNCEMENTS

Chairman made no announcements.

5. FINANCIAL STATEMENT

5.1 To receive the schedule of payments. Queries were discussed and clarification given.

It was:

RESOLVED to receive and approve 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 and approve the Bank Reconciliation.

6. POLICIES

6.1 Communication policy

The communication paper supplied by Cllr Hedges was discussed and it was agreed that it was concise and clear. Further work would be needed to create a final policy. Cllr Spanner and Cllr Thompson agreed to work in conjunction with Cllr Hedges to produce the final document.

It was

RESOLVED that the next stage to create a full policy. Cllr Hedges would be invited to carry it out with Cllr Spanner and Cllr Thompson.

6.2 Street Trading Licence.

A street licence document was reviewed, to cover a one off annual payment to replace the pop up agreements currently in place. It would allow traders to trade for 2 days per week on Parish Council land in a specified area within Cambourne. A guidance note would be produced to clarify costs, standards required etc.

It was

RESOLVED that the necessary adjustment be made and that the required actions taken. Cllrs to forward their comments to the Clerk by 12 noon, Monday 23rd July 2018.

7. GRANTS

The current funding cycle dates were discussed and it was agreed that the current system works well and keeps the applications together, simplifying the considerations.

It was agreed that the dates should be added to our website and Facebook page.

It was

RESOLVED that the current system works well and that periodic advertising of the

dates would remind applicants of them .

8. CORRESPONDENCE

No correspondence was 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 ITEMS

10. MAINTENANCE EQUIPMENT.

A report was received from the Head Groundsman.

It was:

RESOLVED that the report be received and an order be placed for the replacement roller with A J Scambler.

11. TRAFFIC COUNTS

A report was received from the Parish Clerk.

It was

RESOLVED that the report be received and the necessary actions taken to implement option 1.

12. STAFFING

A report was received from the Parish Clerk.

It was:

RESOLVED that the report be received and the recommended actions be confirmed.

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 – 16th October 2018

The meeting closed at 20.20 pm.

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Finance and Policy Meeting 17th July 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.
01-Jun-18	DD	72.00		72.00	SCDC	Rates - Cemetery	906	M
01-Jun-18	DD	100.00		100.00	SCDC	Rates - LC Cricket Pavilion	1811	M
01-Jun-18	DD	150.50		150.50	TV Licence	The Hub	207	A
01-Jun-18	DD	161.00		161.00	SCDC	Rates - New Cricket Pavilion	1415	M
01-Jun-18	DD	54.17		54.17	SCDC	Hub Bin Trade waste	1422	M
01-Jun-18	DD	18.42		18.42	SCDC	New Cricket Pavilion Recycling	1422	M
01-Jun-18	DD	14.08		14.08	SCDC	LC Cricket Pavilion Bin	1422	M
01-Jun-18	DD	54.17		54.17	SCDC	Blue School Bins	1422	M
01-Jun-18	DD	18.42		18.42	SCDC	Hub recycling	1422	M
01-Jun-18	DD	27.08		27.08	SCDC	New Cricket Pavilion Bin Trade waste	1422	M
01-Jun-18	DD	294.50		294.50	Pennon Water Services	Woodfield Lane	1414	M
01-Jun-18	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Jun-18	DD	413.00		413.00	SCDC	Rates - MUGA	1206	M
01-Jun-18	DD	552.00		552.00	SCDC	Rates - Sports Pavilion	1811	M
01-Jun-18	DD	576.00		576.00	SCDC	Rates - Trailer Park	1711	M
01-Jun-18	DD	624.00		624.00	SCDC	Rates - Hub	1415	M
05-Jun-18	DD	27.77	1.39	29.16	Eon	Trailer Park	1705	M
05-Jun-18	DD	96.80		96.80	Barclays	Bank charges A/c 93936082	203	M
11-Jun-18	DD	71.40		71.40	Barclaycard	Merchant services	203	M
13-Jun-18	DD	1,060.76	212.13	1,272.89	Fuel Genie	Petrol & Diesel	1109	M
14-Jun-18	DD	77.60	15.52	93.12	SGW Payroll	Payroll Processing	207	M
15-Jun-18	DD	180.00	7.20	187.20	Barclaycard	Seeds	1205	
15-Jun-18	DD	40.20		40.20	Barclaycard	Postage Supplies	406	
15-Jun-18	DD	7.07		7.07	Barclaycard	Event Supplies	413	
18-Jun-18	DD	128.53	6.43	134.96	Opus Energy	New Cricket Pavilion Electricity	1806	M
20-Jun-18	102487	44,301.00	8,860.20	53,161.20	Allplay	Muga Payment	2010	
21-Jun-18	DD	260.01	52.00	312.01	EE & T Mobile	Mobile Phones	403	M

22-Jun-18	DD	797.74	159.56	957.30	Total Gas and Power	Blue School Gas	1416	M
22-Jun-18	DD	5,967.35		5,967.35	PAYE		102	M
25-Jun-18	DD	2,892.01	578.40	3,470.41	SSE	Lower Cricket Pavilion Electricity	1407	M
25-Jun-18	DD	142.77	7.13	149.90	SSE	Cambourne Leisure Centre Electricity	1407	M
25-Jun-18	DD	555.96	111.19	667.15	SSE	Blue School Electricity	1407	M
26-Jun-18	102488	881.43		881.43	CAPALC	Affiliation fee	207	A
26-Jun-18	DD	19,954.72		19,954.72	Payroll		101	M
26-Jun-18	DD	10,498.17		10,498.17	Pension		103	M
26-Jun-18	B990	321.60	64.32	385.92	ah electrical	Replace faulty timer for car park	1410	
26-Jun-18	B991	86.50	17.30	103.80	Briar Security	The Hub, reboot zone 3 at panel	1413	
26-Jun-18	B991	75.00	15.00	90.00	Briar Security	Intruder alarm maintenance	1410	M
26-Jun-18	B991	206.50	41.30	247.80	Briar Security	repair two lids	1413	
26-Jun-18	B992	55.30	11.06	66.36	BrightVisions Ltd	IT agreement	403	M
26-Jun-18	B993	1,710.44	342.08	2,052.52	British Sugar	Sport 10	1205	
26-Jun-18	B994	84.00	16.80	100.80	C&J Supplies	Garrison keys - yellow	1107	
26-Jun-18	B994	161.50	32.30	193.80	C&J Supplies	Tennis court keys	1107	
26-Jun-18	B994	120.00	24.00	144.00	C&J Supplies	Keys	1107	
26-Jun-18	B994	108.50	21.70	130.20	C&J Supplies	Padlock and Keys	1107	
26-Jun-18	B995	50.00	10.00	60.00	Cam Fire	Maintenance to fire equipment - The Hub	1410	M
26-Jun-18	B995	35.00	7.00	42.00	Cam Fire	Maintenance to fire equipment - CYP Building	1410	M
26-Jun-18	B996	141.20	28.24	169.44	CCL Supplies	Cleaning products	1411	
26-Jun-18	B996	159.35	31.87	191.22	CCL Supplies	Cleaning supplies	1411	
26-Jun-18	B997	1,600.00	320.00	1,920.00	Complete Cleaning	Cleaning of Hub and Blue school	1417	M
26-Jun-18	B997	1,330.00	266.00	1,596.00	Complete Cleaning	Cleaning of Sports buildings	1820	M
26-Jun-18	B998	84.45	16.89	101.34	Cooler Aid	Water bottles and cups	1421	M
26-Jun-18	B999	71.25	14.25	85.50	Coulson	Blue School Boiler fault investigation	1410	
26-Jun-18	B999	50.00	10.00	60.00	Coulson	The Hub Boiler fault investigation	1410	
26-Jun-18	B1000	100.00		100.00	Mrs Moradeun Dada	Hub hire deposit	1423	
26-Jun-18	B1001	680.38	136.08	816.46	Dalrod	Refit abs cutter pump	1809	

26-Jun-18	B1002	579.60	115.92	695.52	Frimstone Ltd	Sharp sand	1205	
26-Jun-18	B1002	568.50	113.70	682.20	Frimstone Ltd	Sharp sand	1205	
26-Jun-18	B1003	38.00	7.60	45.60	Geoff Winn	Refund for hire of meeting room	1423	
26-Jun-18	B1004	135.35	0.00	135.35	Ibbetts	Special cement	1107	
26-Jun-18	B1005	5.24	1.05	6.29	Madingley Mulch	Foam roller refill	1107	
26-Jun-18	B1006	294.10		294.10	Maxwell Amenity Ltd	Grass seed	1205	
26-Jun-18	B1007	58.00	11.60	69.60	Premier Logos	2 x Banners	1412	
26-Jun-18	B1008	595.00	119.00	714.00	ROSPA Play Safety	Annual Inspection	1106	A
26-Jun-18	B1009	150.67	30.13	180.80	Scamblers	Casing disposal	1107	
26-Jun-18	B1009	28.50	5.70	34.20	Scamblers	Puncture repair	1107	
26-Jun-18	B1009	56.82	11.36	68.18	Scamblers	oil	1103	
26-Jun-18	B1009	652.58	130.51	783.09	Scamblers	Service of triple mower	1109	
26-Jun-18	B1010	79.98		79.98	Screwfix	Safety boots	106	
26-Jun-18	B1010	74.96	14.99	89.95	Screwfix	Key safe	1107	
26-Jun-18	B1011	4,595.00	919.00	5,514.00	Technical Surfaces Ltd	Repairs	1201	
26-Jun-18	B1011	370.00	74.00	444.00	Technical Surfaces Ltd	Matchfit Services	1201	
26-Jun-18	B1012	118.85	23.77	142.62	Timber play	Thread cap and cartridge	1107	
26-Jun-18	B1013	57.50	11.50	69.00	Tudor Environmental	Glove and spray gloves	1107	
26-Jun-18	B1013	624.24	124.85	749.09	Tudor Environmental	Brush, removable bollard, hose trolley	1107	
28-Jun-18	DD	493.90	98.78	592.68	SSE	The Hub	1407	M
28-Jun-18	DD	732.00	20.00	752.00	Scottish Power	Muga Electricity	1202	M

- 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 12.7.18.

RECOMMENDATIONS:

That the report on the Finance Spreadsheet as at 12.7.18 be received.