



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 16th October 2018. Meeting commenced at 19:30pm.

Present:

Cllr Mrs R Poulton
Cllr P Gavigan
Cllr S Krintas

Cllr P Mills
Cllr J Patel
Cllr G Thompson

In attendance:

John Vickery Parish Clerk
Kirstie Empson – Office Administrator

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

1. APOLOGIES

Apologies for absence had been received from Cllr O'Dwyer. Acceptable reasons for absence had been given.

It was:

RESOLVED that the apologies from Cllr O'Dwyer for absence, be received and approved.

2. MINUTES

It was noted that the minutes were wrong as Cllr K McIntyre had been listed by mistake. Cllr S Krintas was in attendance and the minutes were corrected.

It was:

RESOLVED that the amended Minutes of the meetings held on Tuesday 17th July 2018 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.

No declarations were made.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

5. FINANCIAL STATEMENT

5.1 To receive a report on the current financial position.

Cllr G Thompson raised a query about when the school crossing patrol will be completed.

The Parish Clerk reported the County Council are finalising it and it is due to be put into place in February 2019 half term. The County Council do not like Crossing Patrol people at Zebra Crossings.

It was:

RESOLVED to receive the report on the current financial position

5.2 To receive the Bank Reconciliations as at the 1st August 2018 and 3rd September 2018.

No questions were raised

It was:

RESOLVED to receive and approve the Bank Reconciliation.

6. POLICIES

6.1 MODEL STANDING ORDERS

There have been three amendments to the model standing orders, as attached cover sheet. If agreed these will be incorporated into our Model Standing Orders for adoption by the full Council.

It was

RESOLVED to receive the report and that the Model Standing Orders be amended as detailed on the NALC cover sheet. and would be presented at the next Council meeting.

6.2 CAMBOURNE PARISH COUNCIL EMERGENCY PLAN

This was drawn up in 2012 and is being updated to reflect changes since that date, as requested by South Cambs District Council.

It was

RESOLVED to receive the report and present the revised Cambourne Parish Council Emergency Plan to the next Council meeting.

6.3 CCTV

The Surveillance Camera Commissioner has issued a new code of practice and our policies will be reviewed and updated to take this in to account. Copy of documents attached.

It was

RESOLVED to receive report and the CCTV policy will be considered at the next Council meeting.

7. LAND TRANSFERS

There was no information to report.

8. CORRESPONDENCE

To consider correspondence from Cambridgeshire regarding Parish Councils Energy Projects

The Parish Clerk reported that Cambridgeshire County Council are looking into working with Parish Councils to obtain grants to install electric charging points within the Councils car parks.

It was

RESOLVED to receive report and authorise the Parish Clerk to liaise with the County Council on the opportunities of grant funding to install electric charging points within the Councils car parks.

9. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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.

It was:

RESOLVED to exclude the press and public from the meeting.

CONFIDENTIAL ITEMS

10. STAFFING

10.1 DEPUTY CLERK MATERNITY COVER

The Parish Clerk reported on the proposed arrangements.

It was:

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

10.2 STAFFING REVIEW

The Parish Clerk gave an update on the current position.

It was:

RESOLVED that the report be received.

11. 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.

It was:

RESOLVED to re-admit the press and Public.

12. **DATE OF NEXT MEETING – 18th December 2018**
The meeting closed at 19:45 pm.

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

Prepared by John Vickery Parish Clerk and RFO 05/10/2018

Total Receipts of the Council up to 31st July 2018	662,457.57
Total Receipts of the CPEF up to 31st July 2018	1,200,148.20
Total Payments by the Council up to 31st July 2018	352,526.75
Total Payments by the CPEF up to 31st July 2018	<u>925,818.54</u>
Balance A	<u>584,260.48</u>

Barclays Bank PLC	
Account No ****6082	
Statement from Bank dated 1st August 2018	1,469.29
Account No ****6049	
Statement from Bank dated 1st August 2018	£ 307,824.03
Account No ****5964 CPEF	
Statement from Bank dated 1st August 2018	£ <u>274,329.66</u>
Total	<u>583,622.98</u>

Unpresented cheques at 31st July 2018
Barclays

Unrecorded income at 31st July 2018	TOTAL £ -
	TOTAL 637.50
Balance	B <u>£ 584,260.48</u>
Check A-B	-0.00
Petty Cash	Total 294.00
Balance including Petty Cash	Total <u>584,554.48</u>

Signed Chairman	Clerk	Date
Independent Councillor Check		Date

**CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 3rd September 2018**

Prepared by John Vickery Parish Clerk and RFO 10/05/2018

Total Receipts of the Council up to 31st August 2018	679,254.83
Total Receipts of the CPEF up to 31st August 2018	1,202,729.30
Total Payments by the Council up to 31st August 2018	426,124.05
Total Payments by the CPEF up to 31st August 2018	925,824.54
Balance	530,035.54

Barclays Bank PLC	
Account No ****6082	
Statement from Bank dated 3rd September 2018	1,000.00
Account No ****6049	
Statement from Bank dated 3rd September 2018	£ 250,901.78
Account No ****5964 CPEF	
Statement from Bank dated 3rd September 2018	£ 276,904.76
Total	528,806.54

Unpresented cheques at 31st August 2018
Barclays

Unrecorded income at 31st August 2018	TOTAL	£	-
	TOTAL		1,229.00
Balance	B	£	530,035.54
Check	A-B		0.00
Petty Cash	Total		294.00
Balance including Petty Cash	Total		530,329.54

Signed

DRAFT

FIN/M71

Date

Chairman

Clerk

Independent Councillor Check

Date