



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 18th December 2018. Meeting commenced at 19:30pm.

Present:

Cllr Mrs R Poulton (Vice Chairman)

Cllr S Krintas

Cllr P Gavigan

Cllr G Thompson

In attendance: John Vickery Parish Clerk

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

1. APOLOGIES

Apologies for absence had been received from Cllr O'Dwyer, Cllr P Mills and Cllr J Patel. Acceptable reasons for absence had been given.

It was:

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

2. MINUTES

It was:

RESOLVED that the Minutes of the meeting FIN/M71 held on Tuesday 16th October 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.

The Chairman wished everyone a Merry Christmas and a Happy New Year

5. FINANCIAL STATEMENT

5.1 To receive a report on the Schedule of Payments.

It was:

RESOLVED to 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 Reconciliations as at the 1st November 2018 and 1st December 2018.

No questions were raised

It was:

RESOLVED to receive and approve the Bank Reconciliation.

6. BUDGET 2019 - 2020

To consider the Budget for the year 2019 – 2020.

The Parish Clerk reported on the preparation of the draft budget for the year 2019 – 2020 and confirmed that the items for inclusion had been built in and we were in line with being able to set a budget based on a 3% increase in Band D.

7. CORRESPONDENCE

No correspondence was received.

It was:

RESOLVED that report be received.

8. 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

9. STAFFING

9.1 Apprentice Office Administrator

The Parish Clerk reported on the appointment of Harry Arnott.

It was:

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

9.2 STAFFING PAY AWARD 1st APRIL 2019 and REVISED SCALES

The Parish Clerk reported on the NALC briefing note.

It was:

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

9.3 STAFFING REVIEW

The Parish Clerk reported on current position.

It was:

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

9.4 CARETAKER

The Parish Clerk gave an update on the current position.

It was:

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

10. 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.

11. DATE OF NEXT MEETING – 19th March 2019

The meeting closed at 19:34 pm.

SCHEDULE OF PAYMENTS

Paid Accounts

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
01-Nov-18		54.17		54.17	SCDC	Hub trade bin waste	1422	M
01-Nov-18		18.42		18.42	SCDC	New Cricket Pavilion Recycling	1422	M
01-Nov-18		14.08		14.08	SCDC	LC Cricket Pavilion Bin	1422	M
01-Nov-18		54.17		54.17	SCDC	Blue School Bins	1422	M
01-Nov-18		18.42		18.42	SCDC	Hub recycling	1422	A
01-Nov-18		27.08		27.08	SCDC	New Cricket Pavilion Bin Trade waste	1422	M
01-Nov-18		17.00		17.00	SCDC	Hub Trade waste	1422	M
01-Nov-18		72.00		72.00	SCDC	Rates - Cemetery	906	M
01-Nov-18		100.00		100.00	SCDC	Rates - LC Cricket Pavilion	1811	M
01-Nov-18		161.00		161.00	SCDC	Rates - New Cricket Pavilion	1811	M
01-Nov-18		258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Nov-18		413.00		413.00	SCDC	Rates - MUGA	1206	M
01-Nov-18		552.00		552.00	SCDC	Rates - Sports Pavilion	1811	M
01-Nov-18		576.00		576.00	SCDC	Rates - Trailer Park	1711	M
01-Nov-18		624.00		624.00	SCDC	Rates - Hub	1415	M
01-Nov-18		712.50		712.50	Pennon Water Services	Water - Blue School	1414	M
05-Nov-18		33.17		33.17	Eon	Trailer Park	1705	M
05-Nov-18		115.66		115.66	Barclaycard	Bank Charges A/C 93936082	203	M
06-Nov-18	B1115	170.50	34.10	204.60	Briar Security	Blue School - Maglock and emergency door release	1410	
06-Nov-18	B1116	139.00	27.80	166.80	Brightvision	Laptop repair	404	
06-Nov-18	B1116	55.30	11.06	66.36	Brightvision	IT agreement - July	404	M
06-Nov-18	B1116	55.30	11.06	66.36	Brightvision	IT agreement - August	404	M
06-Nov-18	B1116	55.30	11.06	66.36	Brightvision	IT agreement - November	404	M
06-Nov-18	B1117	123.05	24.62	147.67	CBS	Stationary	405	
06-Nov-18	B1118	15.80	3.16	18.96	CoolerAid	Hub water	1421	M
06-Nov-18	B1119	320.50	64.10	384.60	Huck Nets UK Ltd	Replacement parts, springs etc.	1107	

06-Nov-18	B1120	33.88	6.78	40.66	Ibbetts	Screws and wood treatment	1107	
06-Nov-18	B1121	18.55	3.71	22.26	Mackay	Aluminium Square	1107	
06-Nov-18	B1122	100.00		100.00	Nicholas Parry	Excess charge smashed window and cost of safety tape	1107	
06-Nov-18	B1123	22.50	4.50	27.00	QVS	Lamps x 5	1411	
06-Nov-18	B1124	1,417.50	283.50	1,701.00	Real Christmas Trees	Lights and extensions [R]	1110	
06-Nov-18	B1125	821.32		821.32	Romsey Mill	Cambourne Shine Course 2018	303	
06-Nov-18	B1126	200.00	40.00	240.00	Scamblers	1 Day hires of Vredo Seeder	1103	
06-Nov-18	B1127	370.00	74.00	444.00	Technical Surfaces Ltd	Matchfit Services	1201	6wk
09-Nov-18		77.60	15.52	93.12	SGW Payroll	Payroll Processing	207	M
12-Nov-18		62.42		62.42	Barclaycard	Merchant services	203	M
13-Nov-18		882.38		882.38	Fuel Genie	Petrol & Diesel	1109	M
15-Nov-18		6.67		6.67	Barclay Credit Card	Stationary	405	
15-Nov-18		58.00		58.00	Barclay Credit Card	Postage	406	
15-Nov-18		60.00		60.00	Barclay Credit Card	Key cutting	408	
16-Nov-18		220.63		220.63	Opus Energy	New Cricket Pavilion Electricity	1806	M
21-Nov-18		312.55		312.55	EE & T Mobile	Mobile Phones	403	M
22-Nov-18		4,577.92		4,577.92	PAYE		102	M
26-Nov-18		222.67	44.53	267.20	Southern Electric	Electricity - Leisure Centre	1407	M
26-Nov-18		543.61	108.72	652.33	Southern Electric	Electricity - The Hub	1407	M
16-Nov-18	B1128	300.00		300.00	1st Cambourne Scouts	Fete Donation	1412	
16-Nov-18	B1129	100.00		100.00	Air Cadets (105 Cambourne SQN)	Fete Donation	1412	
16-Nov-18	B1130	127.59	25.52	153.11	CCL Supplies	Black bags and paper towels	1411	
16-Nov-18	B1130	24.86	4.97	29.83	CCL Supplies	Hand towels	1411	
16-Nov-18	B1131	55.00		55.00	Collings Brothers	Safety helmet	106	
16-Nov-18	B1132	1,600.00	320.00	1,920.00	Complete Cleaning	Cleaning of Hub and Blue school	1417	M
16-Nov-18	B1132	1,330.00	266.00	1,596.00	Complete Cleaning	Cleaning of Sports buildings	1820	M
16-Nov-18	B1133	92.80	18.56	111.36	Cooleraid	Hub water and cups	1421	M
16-Nov-18	B1134	7.49	1.50	8.99	Madingley Mulch	Small weeder claw	1100	
16-Nov-18	B1135	28.95		28.95	Mr D Williams	Trailer park overpayment	1700	

26-Nov-18	20,521.74		20,521.74	Payroll		101	M
26-Nov-18	10,394.94		10,394.94	Pension		103	M
28-Nov-18	790.69	158.15	948.84	Total Gas & Power	Gas - Blue School	1416	M
28-Nov-18	845.23	211.31	1,056.54	Scottish Power	Muga Electricity	1202	M
30-Nov-18	16,952.86		16,952.86	PWLB	Loan repayment	2004	½

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

Prepared by John Vickery Parish Clerk and RFO 16/11/2018

Total Receipts of the Council up to 31st October 2018	979,064.01
Total Receipts of the CPEF up to 31st October 2018	1,202,732.39
Total Payments by the Council up to 31st October 2018	586,979.07
Total Payments by the CPEF up to 31st October 2018	925,836.89
Balance	A
	668,980.44

Barclays Bank PLC	
Account No ****082	
Statement from Bank dated 1st November 2018	1,000.00
Account No ****049	
Statement from Bank dated 1st November 2018	£ 390,744.44
Account No ****964 CPEF	
Statement from Bank dated 1st November 2018	£ 276,895.50
Total	668,639.94

Unpresented cheques at 31st October 2018
Barclays

	TOTAL	£	-
Unrecorded income at 31st October 2018	TOTAL		340.50
Balance	B	£	668,980.44
Check A-B			0.00
Petty Cash	Total		264.00
Balance including Petty Cash	Total		669,244.44

Signed
Chairman Clerk Date

Independent Councillor Check Date

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

Prepared by John Vickery Parish Clerk and RFO 07/12/2018

Total Receipts of the Council up to 30th November 2018	1,045,223.75
Total Receipts of the CPEF up to 30th November 2018	1,217,887.81
Total Payments by the Council up to 30th November 2018	656,741.07
Total Payments by the CPEF up to 30th November 2018	925,842.89
Balance	680,527.60

Barclays Bank PLC	
Account No *****082	
Statement from Bank dated 1st December 2018	1,131.80
Account No *****049	
Statement from Bank dated 1st December 2018	£ 386,597.58
Account No *****964 CPEF	
Statement from Bank dated 1st December 2018	£ 292,044.92
Total	679,774.30

Unpresented cheques at 30th November 2018
Barclays

	TOTAL	£ -
Unrecorded income at 30th November 2018	TOTAL	753.30
Balance	B	£ 680,527.60

Check	A-B	0.00
Petty Cash	Total	247.55
Key Deposits	Total	
Balance including Petty Cash	Total	680,775.15

Signed
Chairman Clerk Date

Independent Councillor Check Date