



CAMBOURNE TOWN COUNCIL  
District of South Cambridgeshire

**FINANCE AND POLICY COMMITTEE**

A meeting of this Committee was held at The Hub Community Centre, Cambourne on Tuesday 19<sup>th</sup> March 2019. Meeting commenced at 20:05pm.

Present:

Cllr O'Dwyer (Chairman)  
Cllr P Gavigan  
Cllr S Krintas

Cllr J Patel  
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 Mrs R Poulton and Cllr E Spanner. Acceptable reasons for absence had been given.

It was:

**RESOLVED** that the apologies from Cllr Mrs R Poulton and Cllr E Spanner for absence, be received and approved.

**2. MINUTES**

It was:

**RESOLVED** that the Minutes of the meeting FIN/M72 held on Tuesday 18<sup>th</sup> December 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.

Cllr J Patel declared a disclosable pecuniary interest in Item 9 as a trustee and treasurer of Cambourne Youth Partnership.

**4. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked the Town Clerk for his work in obtaining the grant from the County Council towards the installation of the Zebra Crossing at the junction of Eastgate and Lancaster Gate. The Council still has to find the balance of the installation from the allowance in the estimates for 2019/2020 but the Clerk's diligence has made this possible.

**5. FINANCIAL STATEMENT**

**5.1** To receive a report on the Schedule of Payments as attached.  
The Town Clerk clarified information on some of the payments.

It was:

**RESOLVED** to approve the Schedule of Payments.

**5.2** To receive a report on the current financial position as at 14.3.19. The Clerk answered queries.

It was:

**RESOLVED** to receive the report on the current financial position as at 14.3.19.

**5.3** To receive the Bank Reconciliations as at the 1<sup>st</sup> February 2019 and 1<sup>st</sup> March 2019.

No questions were raised

It was:

**RESOLVED** to receive and approve the Bank Reconciliation.

**6. PARISH PLAN**

To receive an update on the Parish Plan Actions.

The Committee reviewed the actions related to its functions, updated extract attached.

It was:

**RESOLVED** that the actions be updated as agreed.

**7. GRANTS**

To receive a report from the Town Clerk.

Grants were received from:

**7.1** Sundial Theatre Company:- To stage amateur theatre productions/fundraising events/social events and activities that will be of interest to audiences in and around Cambourne.

It was:

**RESOLVED** that the Sundial Theatre Company be given free use of the venues for the dates booked this year, totalling £350, in lieu of a financial contribution. A report on activities undertaken is expected later this year.

**7.2** Caroline Aldridge, Cambourne Library, Cambridgeshire Libraries. Cambridgeshire County Council.- To deliver Library services to all residence in Cambourne and its surrounding areas.

The benefits of the summer reading challenge over the preceding years was discussed and its value to the community.

It was:

**RESOLVED** that a grant of £600.00 be given to the Cambourne Library to support the Summer Reading Challenge subject to receiving a report on the summers activities and the benefit to the community.

**7.3** 2<sup>nd</sup> Cambourne Guides:- To support an activity.

Consideration was given to the application.

It was:

**RESOLVED** that a grant be made for £680.00 to support the activities, subject to a report on the benefit of the funding.

**8. POLICIES**

To receive a report from the Town Clerk.

It was:

**RESOLVED** that the report be received and all documents be changed to reflect Cambourne becoming a Town Council and the Chairman be delegated to verify the update of the Asset Register and Risk Assessment.

**9. CAMBOURNE YOUTH PARTNERSHIP**

To receive a report from the Town Clerk.

The Parish Clerk outlined that the Council had been requested to approve the release of the grant for youth work to the CYP.

The report from the Chairman of the CYP and Budget statement was reviewed.

It was:

**RESOLVED** that the Grant for (£20,000) 2019/2020 be released after the 1<sup>st</sup> April 2019.

**10. WAR MEMORIAL**

To receive a report from the Town Clerk.

The Parish Clerk from Melbourn approached the Town Clerk regarding a War Memorial that needs a new home and offered to Cambourne free of charge.

Extract from email below.

“Please find attached photos and plans of the memorial stone in question in question.

As mentioned, it’s a brand-new installation and needs a permanent home. The stone (which weighs 600kg) is offered free of charge.”

It was:

**RESOLVED** that the Council accepts the offer of the War Memorial and place it on a future Leisure and Amenities Agenda to consider a suitable location.

**11. CORRESPONDENCE**

No correspondence was received.

It was:

**RESOLVED** that report be received.

**12. 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**

**13. STAFFING**

To receive a report from the Town Clerk.

**13.1 Caretaker**

Following the resignation of the caretaker the post has been advertised and this closed on Monday 11<sup>th</sup> March 2019 four application packs were issued, but only one was returned. An interview was carried out by Cllr J O'Dwyer and Cllr R Poulton supported by the Town Clerk and Office Administrator. It was agreed to offer Ross McNaught the position of Caretaker. The start date is to be 18<sup>th</sup> March 2019 as part time and 8<sup>th</sup> April full time.

It is

**RESOLVED** the report be received and the actions of the panel be approved and the appointment of Ross McNaught be confirmed.

**13.2 Groundsman**

The Parish clerk gave a report on staff absence.

It was:

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

**13.3 Office Administrator**

The Parish clerk gave a report.

It was:

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

**14. HIGHLINE BLINDS**

To consider the quote from Highline Blinds for replacement of Main Hall blinds.

It was:

**RESOLVED** to suspend Financial Regulations and consider the one estimate received and place an order with Highline Blinds for the replacement of the Blinds in the Main Hall subject to confirmation of the expected life of the installation.

**15. 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.

**16. DATE OF NEXT MEETING – 16<sup>th</sup> July 2019**

The meeting closed at 20:50pm.

Agenda Item 5.1

**SCHEDULE OF PAYMENTS**

**Paid Accounts**

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
01-Feb-19	DD	14.08		14.08	SCDC	LC Cricket Pavilion Bin	1422	M
01-Feb-19	DD	17.00		17.00	SCDC	Hub Trade waste	1422	M
01-Feb-19	DD	18.42		18.42	SCDC	New Cricket Pavilion Recycling	1422	M
01-Feb-19	DD	18.42		18.42	SCDC	Hub recycling	1422	M
01-Feb-19	DD	27.08		27.08	SCDC	New Cricket Pavilion Bin Trade waste	1422	M
01-Feb-19	DD	27.79		27.79	Pennon Water Services	Water - LC Cricket Pavilion	1210	
01-Feb-19	DD	53.30		53.30	Pennon Water Services	Water - Greenhaze Lane	1108	
01-Feb-19	DD	54.17		54.17	SCDC	Blue School Bins	1422	M
01-Feb-19	DD	54.17		54.17	SCDC	Hub trade bin waste	1422	M
01-Feb-19	DD	205.67		205.67	Pennon Water Services	Water - Woodfield Lane	1810	
01-Feb-19	DD	258.33	51.67	310.00	SWALEC	Hub – Gas	1416	M
01-Feb-19	DD	361.19		361.19	Pennon Water Services	Water - School Lane		
01-Feb-19	DD	712.50		712.50	Pennon Water Services	Water - Blue School	1414	
01-Feb-19	DD	3,574.48		3,574.48	Anglian Water	Sewerage - Blue School	1414	½
04-Feb-19	DD	32.85	1.64	34.49	Eon	Electric - Trailer Park	1705	M
04-Feb-19	DD	80.29		80.29	Barclays	Bank Charges A/C 93936082	203	M
11-Feb-19	B1198	400.00	0.00	400.00	Carla Greenwood	Community fund from Cambs County Council	1209	
11-Feb-19	B1199	245.47	49.09	294.56	CCL Supplies	Cleaning supplies	1411	
11-Feb-19	B1200	925.16	185.03	1,110.19	Coulsons Building Group	Hub boiler room	1410	
11-Feb-19	B1201	90.00	0.00	90.00	East of England Apples & Orchards	Booking fee for fruit tree pruning course	501	
11-Feb-19	B1202	466.50	93.30	559.80	Fleet	Blinder 15 ltr white	1205	
11-Feb-19	B1203	9.98	2.00	11.98	Madingley Mulch	Maintenance equipment	1107	
11-Feb-19	B1203	35.98	7.20	43.18	Madingley Mulch	Maintenance equipment	1107	
11-Feb-19	B1203	38.16	7.64	45.80	Madingley Mulch	Maintenance equipment	1107	

11-Feb-19	B1203	9.16	1.83	10.99	Madingley Mulch	Maintenance equipment	1107	
11-Feb-19	B1204	553.18	97.04	650.22	Newmarket Plant Hire	Platform Lift	1110	
11-Feb-19	B1205	95.63	19.13	114.76	Orona Limited	Sports pavilion lift repair	1808	
11-Feb-19	B1206	55.30	11.06	66.36	Our IT Department	Office 365	404	M
11-Feb-19	B1207	750.00	150.00	900.00	S&C Slatter	3G maintenance	1208	
11-Feb-19	B1208	9.49	1.90	11.39	Scamblers	Oil filter	1104	
11-Feb-19	B1208	346.69	69.34	416.03	Scamblers	Battery for gator	1104	
11-Feb-19	B1209	7.49	1.50	8.99	Screwfix	Isolating valve	1410	
11-Feb-19	B1209	52.27	10.44	62.71	Screwfix	Maintenance equipment	1107	
11-Feb-19	B1210	370.00	74.00	444.00	Technical Surfaces	Service	1201	6wk
11-Feb-19	B1211	225.00	0.00	225.00	Wrightway Health	Occupational health	208	
11-Feb-19	DD	37.88	1.08	38.96	Barclaycard	Merchant services	203	M
11-Feb-19	DD	79.20	15.84	95.04	SGW Payroll	Payroll Processing	207	M
12-Feb-19	B1212	64.78	12.95	77.73	Screwfix	Maintenance equipment	1107	
12-Feb-19	B1213	64.93	12.97	77.90	Screwfix	Maintenance equipment	1107	
13-Feb-19	DD	383.41	76.67	460.08	Fuel Genie	Petrol & Diesel	1109	M
15-Feb-19	DD	259.75	51.95	311.70	Barclay Credit Card	Standpipe	1010	
15-Feb-19	DD	204.70	40.93	245.63	Barclay Credit Card	BJ Waller – Keys	1413	
18-Feb-19	DD	345.93	69.19	415.12	Opus Energy	New Cricket Pavilion Electricity	1806	M
20-Feb-19	DD	79.01	3.95	82.96	Eon	Electric - feeder pillar	1102	½
21-Feb-19	DD	270.46	54.09	324.55	EE & T Mobile	Mobile Phones	403	M
22-Feb-19	DD	3,941.00		3,941.00	PAYE		102	M
25-Feb-19	DD	286.91	57.38	344.29	Southern Electric	Electricity - Leisure Centre	1407	M
26-Feb-19	B1213	433.00	86.60	519.60	AH Electrical	Hub bollard light repair	1410	
26-Feb-19	B1214	251.82	50.36	302.18	Amey Cespa	Skip	1107	
26-Feb-19	B1215	120.00	24.00	144.00	Cambridge Security Services	Unlocking of Hub and Blue School	1419	M
26-Feb-19	B1216	1,898.80	379.76	2,278.56	Cambridgeshire County Council	Refund	1107	
26-Feb-19	B1217	199.00	0.00	199.00	CB Leaflet Distribution	CamBed RailRoad leaflet delivery	412	
26-Feb-19	B1218	87.88	17.57	105.45	CBS	Stationery	405	
26-Feb-19	B1219	509.80	101.96	611.76	CCL Supplies	Cleaning supplies	1411	

26-Feb-19	B1219	90.60	18.12	108.72	CCL Supplies	Cleaning supplies	1411	
26-Feb-19	B1219	63.54	12.71	76.25	CCL Supplies	Cleaning supplies	1411	
26-Feb-19	B1219	23.85	4.77	28.62	CCL Supplies	Cleaning supplies	1411	
26-Feb-19	B1219	6.20	1.24	7.44	CCL Supplies	Cleaning supplies	1411	
26-Feb-19	B1219	203.40	40.68	244.08	CCL Supplies	Cleaning supplies	1411	
26-Feb-19	B1220	1,600.00	320.00	1,920.00	Complete Cleaning	Cleaning of Hub and Blue School	1417	M
26-Feb-19	B1220	1,330.00	266.00	1,596.00	Complete Cleaning	Cleaning of sports buildings	1820	M
26-Feb-19	B1220	30.00	6.00	36.00	Complete Cleaning	Extra clean [R]	1417	
26-Feb-19	B1221	35.55	7.11	42.66	Cooleraid	Water coolers	1421	M
26-Feb-19	B1222	75.52	15.10	90.62	Lovewell Blakes	Air filter panels	1410	
26-Feb-19	B1223	5.61	1.12	6.73	Mark Weatherhead	Maintenance supplies	1107	
26-Feb-19	B1224	55.30	11.06	66.36	Our IT Department	Office 365 licences	404	M
26-Feb-19	B1225	477.75	95.55	573.30	Premier Logos	Groundstaff trousers and waterproofs	106	
26-Feb-19	B1226	229.59	45.93	275.52	Scamblers	Vertidrain supplies	1104	
26-Feb-19	B1227	6,473.90	1,294.78	7,768.68	Timberplay	Greenhaze Lane play area repairs	1107	
26-Feb-19	B1228	106.78	21.35	128.13	Warren Bourne	Ridgeons payment - Bridge repairs	1208	
26-Feb-19	B1229	2,931.48	0.00	2,931.48	Wave	Sports pavilion water	1810	½
26-Feb-19	B1230	45.00	0.00	45.00	Monkfield Medical Practice	Letter	207	
26-Feb-19	DD	20,542.95	0.00	20,542.95	Payroll		101	M
26-Feb-19	DD	9,855.28	0.00	9,855.28	Pension		103	M
28-Feb-19	DD	858.79	171.75	1,030.54	Southern Electric	Electricity - The Hub	1407	M
28-Feb-19	DD	845.23	211.31	1,056.54	Scottish Power	Muga Electricity	1202	M
01-Mar-19		13.89	0.00	13.89	Pennon Water Services	Water - High Street	905	
01-Mar-19		14.08		14.08	SCDC	LC Cricket Pavilion Bin	1422	M
01-Mar-19		17.00		17.00	SCDC	Hub Trade waste	1422	M
01-Mar-19		18.42		18.42	SCDC	New Cricket Pavilion Recycling	1422	M
01-Mar-19		18.42		18.42	SCDC	Hub recycling	1422	M
01-Mar-19		27.08		27.08	SCDC	New Cricket Pavilion Bin Trade waste	1422	M
01-Mar-19		54.17		54.17	SCDC	Blue School Bins	1422	M
01-Mar-19		54.17		54.17	SCDC	Hub trade bin waste	1422	M
01-Mar-19		57.08		57.08	SCDC	Rates – MUGA	1206	

01-Mar-19		62.63	62.63	Pennon Water Services	Water - LC Cricket Pavilion	1210	½	
01-Mar-19		74.91	74.91	South Staffs Water	Water - Trailer Park	1710	½	
01-Mar-19		140.73	140.73	Anglian Water	Sewerage - Sports Centre	1810	½	
01-Mar-19		163.65	163.65	Pennon Water Services	Water - New Cricket Pavilion/Pitch	1810	½	
01-Mar-19		184.10	184.10	Pennon Water Services	Water - Brace Dein allotments	1011	½	
01-Mar-19		258.33	51.67	310.00	SWALEC	Hub – Gas	1416	M
01-Mar-19		265.11	53.02	318.13	Shire Leasing	Telephones	403	Q
01-Mar-19		324.68		324.68	Pennon Water Services	Water - Bowls Green	1810	½
01-Mar-19		389.97		389.97	Pennon Water Services	Water - The Hub	1414	½
01-Mar-19		712.50		712.50	Pennon Water Services	Water - Blue School	1414	½
01-Mar-19		1,575.52		1,575.52	Pennon Water Services	Water - Sports Pavilion	1810	½
07-Mar-19		33.43	1.67	35.1	Eon	Electric - Trailer Park	1705	M
07-Mar-19		68.92		68.92	Barclays	Bank Charges A/C 93936082	203	M
11-Mar-19		31.96	3.56	35.52	Barclaycard	Merchant services	203	
12-Mar-19	B1231	64.00	12.80	76.80	Briar Security	Tags for Blue School and Hub	1413	M
12-Mar-19	B1232	99.75	19.95	119.70	Cambs Lock & Safe	Cylinder replaced CYP door [R]	1413	
12-Mar-19	B1233	40.00	8.00	48.00	CamFire	Maintenance of fire equipment - LCP	1808	
12-Mar-19	B1233	40.00	8.00	48.00	CamFire	Maintenance of fire equipment - NCP	1808	
12-Mar-19	B1233	40.00	8.00	48.00	CamFire	Maintenance of fire equipment - TP	1707	
12-Mar-19	B1234	59.80	11.96	71.76	CCL Supplies	Cleaning supplies	1411	
12-Mar-19	B1235	450.00	0.00	450.00	Event Medical Solutions	First aid for 10k race [R]	1412	
12-Mar-19	B1236	1,960.54	392.11	2,352.65	Heaton Catering Equipment Ltd	Replacement crockery	1413	
12-Mar-19	B1237	12.50	2.51	15.01	Madingley Mulch	Cement	1107	
12-Mar-19	B1237	15.72	3.15	18.87	Madingley Mulch	Paint	1107	
12-Mar-19	B1237	35.98	7.20	43.18	Madingley Mulch	Paint	1107	
12-Mar-19	B1238	46.27	9.26	55.53	Numatic International	Hoover bags and scrubber cable	1410	
12-Mar-19	B1239	138.00	27.60	165.60	Real Christmas Trees	10ft Christmas tree	1110	
12-Mar-19	B1240	378.06	75.61	453.67	Ridgeons	Footpath stone	1107	
13-Mar-19		425.5	85.1	510.6	Fuel Genie	Petrol & Diesel	1109	M
14-Mar-19		79.20	15.84	95.04	SGW Payroll	Payroll Processing	207	M



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

Prepared by John Vickery Parish Clerk and RFO

16/02/2019

Total Receipts of the Council up to 31st January 2019	1,139,758.77
Total Receipts of the CPEF up to 31st January 2019	1,217,891.08
Total Payments by the Council up to 31st January 2019	790,043.91
Total Payments by the CPEF up to 31st January 2019	925,855.94
<b>Balance</b>	<b>641,750.00</b>

Barclays Bank PLC	
Account No ****6082	
Statement from Bank dated 1st February 2018	1,000.00
Account No ****6049	
Statement from Bank dated 1st February 2018	£ 347,840.01
Account No ****5964 CPEF	
Statement from Bank dated 1st February 2018	£ 292,035.14
<b>Total</b>	<b>640,875.15</b>

Unpresented cheques at 31st January 2019  
Barclays

Unrecorded income at 31st January 2019	<b>TOTAL</b>	£ -
	<b>TOTAL</b>	874.85
<b>Balance</b>	<b>B</b>	<b>£ 641,750.00</b>
Check A-B		-0.00
Petty Cash	Total	246.35
<b>Balance</b> including Petty Cash	Total	<b>641,996.35</b>

Signed  
Chairman Clerk Date

Independent Councillor Check Date

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

Prepared by John Vickery Parish Clerk and RFO 12/03/2019

Total Receipts of the Council up to 28th February 2019	1,187,382.51
Total Receipts of the CPEF up to 28th February 2019	1,219,024.94
Total Payments by the Council up to 28th February 2019	860,179.33
Total Payments by the CPEF up to 28th February 2019	948,367.94
<b>Balance</b>	<b>A</b>
	<b>597,860.18</b>

Barclays Bank PLC	
Account No 93936082	
Statement from Bank dated 1st March 2019	1,000.00
Account No 90496049	
Statement from Bank dated 1st March 2019	£ 343,903.89
Account No 23365964 CPEF	
Statement from Bank dated 1st March 2019	£ 293,163.00
<b>Total</b>	<b>638,066.89</b>

Unpresented cheques at 28th February 2019

Barclays	B1213	519.60
	B1214	302.18
	B1215	144.00
	B1216	2278.56
	B1217	199.00
	B1218	105.45
	B1219	1,076.87
	B1220	3,552.00
	B1221	42.66
	B1222	90.62
	B1223	6.73
	B1224	66.36
	B1225	573.30
	B1226	275.52
	B1227	7,768.68
	B1228	128.13
	B1229	2,931.48
	B1230	45.00
	BE009	8,900.00
	BE010	3,378.00
	BE011	8,448.00
	BE012	1,780.00

**TOTAL** £ 42,612.14

Unrecorded income at 28th February 2019

**TOTAL** 2,405.43

**Balance** **B** **£ 597,860.18**

DRAFT

FIN/M73

Check	A-B		<b>-0.00</b>
Petty Cash		Total	<b>245.55</b>
<b>Balance</b> including Petty Cash		Total	<b>598,105.73</b>
Signed			
Chairman		Clerk	Date
Independent Councillor	Check		Date



**CAMBOURNE TOWN COUNCIL**  
District of South Cambridgeshire  
**Parish Plan Action Summary – 19<sup>th</sup> March 2019**

Abbreviations:

Finance & Policy Committee – F & P  
Leisure & Amenities Committee – L & A  
South Cambs District Council – SCDC  
Developers Consortium (McAlpine) – MCA  
Amenities)  
Taylor Wimpey East Anglia – TWEA  
Cambourne Youth Partnership – CYP  
Transport Planning Associates – TPA  
Multi Use Games Area – MUGA  
Police Community Support Officer – PCSO  
Cambridgeshire County Council - CCC  
Policy Staff

J O'D – Cllr Joseph O'Dwyer (Chairman)  
RP – Cllr Ruth Poulton (Vice Chairman)  
PG – Cllr Gavigan (Chairman of Planning)  
GT – Cllr Greg Thompson (Chairman of Leisure &  
Amenities)  
SK – Cllr Simon Krintas  
Clerk – John Vickery (Parish Clerk)  
CDO – Jessica Lydon (Community Development Officer)

Key:

Council Planning Leisure & Amenities Finance & Amenities

Section / Question No.	Parish Council Action	Notes	Who	Status
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<p><b>4.3 Q1</b></p>	<p>Parish Council to explore with 'service providers' the option to provide evening and weekend entertainment such as 'pop up' events.</p>	<p>This is a long term objective of the role of the CDO and requires further discussion.</p>	<p>F &amp; P Committee CDO</p>	<p>Ongoing Research being carried out CDO to research Pop-Up entertainment. Working with service providers such as hotel, pub, coffee shop, pop-up food stalls, schools and community groups to publicise events to increase visibility. <i>The Leisure &amp; Amenities committee are working on Pop-Up Cinema. We are working with Wildlife Trust on a 2 day music festival and we have successfully worked with 3 local businesses to run up Pop-Up food stalls.</i></p>
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<p><b>4.3</b> <b>Q4, 5 &amp; 6</b></p>	<p>Parish Council to:</p> <ul style="list-style-type: none"> <li>Consider a communication strategy.</li> </ul>	<p>Existing Social Media Communications policy to be reviewed.</p>	<p>P Hedges Clerk F &amp; P Committee Council</p>	<p>Policy to be in place by July 2019</p>
<p><b>4.4</b> <b>Q1</b></p>	<ul style="list-style-type: none"> <li>Consider continuing funding the CYP and the provision of a youth programme and worker / officer.</li> </ul>	<p>To be considered at the budget setting meeting of Finance &amp; Policy Committee and Council.</p> <p>Update to be posted on the website once the budget has been set.</p>	<p>Council Clerk</p>	<p>2019/20 funded but no 2020/21 funding. To be reviewed when budgets are being set and then annually reviewed.</p> <p>Annually</p>



## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Finance and Policy Committee Meeting 19<sup>th</sup> March 2019**Review of Policies**

The Parish Council has a number of policies which are regularly reviewed many are produced by NALC and SLCC jointly and independently these have been drafted to meet the legislation covering Local Government. The primary three are:

- Standing Orders.
- Financial Regulations.
- Terms of Reference and Delegated Powers

Cambourne parish Council have the following additional policies or documents:

Mission Statement
Standing Orders Addendum A Code of conduct for Members Addendum B Public Speaking at Parish Council Meetings Councillor and Employee Behaviour
Terms of Reference and Delegated Powers Committee Structure Membership of Committees Staffing Structure
Financial Regulations
Chairmanship Guidelines Procedures for the Presentation and Adoption of Minutes of Council Committees Process of Motions, Amendments and Substantive Motions Public Notice – Filming at Meetings
The Model Code of Conduct for Parish and Town Councils Register of Members Interests Form & Guidance Notes Application for a Dispensation Form Dispensations Procedure Guidance
Freedom of Information Act- Publication Scheme
A Code Practice for Dealing with Complaints Against the Council



<p>Policies</p> <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Data Protection</li> <li>• Disabled Access</li> <li>• Social Media</li> <li>• Child Protection</li> <li>• Equal Opportunities</li> <li>• Grant Aid</li> <li>• Public Access and Amenity Statement</li> <li>• Pitch Letting Policy (Remote Control Aircraft)</li> <li>• Tennis Court Hire Policy</li> </ul>
<p>Volunteer Risk Assessments</p> <ul style="list-style-type: none"> <li>• Litter Picking &amp; Guidance Notes</li> <li>• Graffiti Removal</li> <li>• Banksman</li> </ul>
<p>Risk Assessment (This is continually updated to reflect any changes).</p>
<p>Asset Register (This is continually updated to reflect acquisitions and disposals)</p>

All the policies are currently up to date and do not need amending except for changing to reflect the change of status from a Parish to a Town Council. All Councillors received a manual with complete set of policies as part of their induction to the Council after the May 2018 elections when the New Council was elected.

It is

**RECOMMENDATIONS** That the report be received and all documents be changed to reflect Cambourne becoming a Town Council.

**Cambourne Youth Partnership (CYP)**  
**Report for Parish Council Leisure & Amenities**  
**Committee 19.02.2019 (updated 12.03.19)**  
**Autumn '18/Spring Term '19 activities and news:**

- Wednesday open access youth clubs continue: over 50 young people attending regularly:
  - 3.30 - 5.00pm (Years 7-8)
  - 5.30 - 7.00pm (Years 8-10)
  - 7.30 - 9.00pm (Year 10+)
- Thursday: Boxing at Hardwick
- Thursday: Music Club – *music studio also well used on a Wednesday and Friday evening during other activities.*
- Friday: Football Group (6.00 – 7.00pm)
- Friday: Detached work
- All of these activities are staffed by our three part-time youth workers (Jonathan Buwert – lead development youth worker, Justin Lewis and Emma Slater) and a growing team of volunteers.
- In November, three sessions were arranged taking young people to “Escape Rooms” in Knapwell.
- We now have nine volunteers, with DBS checks having been carried out in accordance with CYP’s safeguarding policy. A “thank you meal” is being organised for all volunteers during February half-term.
- One of our volunteers, Dannie, has offered to support CYP by using her skills in administration and media/communication in order to allow Jonathan and other youth workers to focus more on frontline contact with young people.
- The development and training of young leaders is taking place, with several young people attending a residential training course run by Romsey Mill in October half-term. With the support of Romsey Mill, CYP young leaders and volunteers will be able to attend a Level 2 youth worker evening training course in 2019 in order to receive a certificated qualification. **(This course started on 28<sup>th</sup> February and four volunteers from CYP are attending.)**
- Food hygiene training has been offered to all leaders.

- Jonathan Buwert is being trained to be a 'lead professional' for future "Team around the Family" (TAF) meetings, which he attends from time to time if a young person with a CYP connection is involved.
- Nigel Taylor and Jonathan Buwert were interviewed by That's TV Cambridge in November about CYP and our future building plans, with the clips appearing on YouTube.
- Jonathan Buwert and Romsey Mill colleagues continue to discuss with Cambourne Village College ways in which we can provide Alternative Education support for young people unable to follow mainstream education in the College, specifically working with those who are following an alternative curriculum in Blue School classrooms. In addition, youth workers continue to offer extra support on a one-to-one basis for pupils at Cambourne VC who are also engaged with other CYP activities.
- Wysing Arts Centre have expressed an interest in organising another arts project with CYP in the coming months. **(CYP organised a visit to Wysing Arts during half-term, and staff from Wysing Arts started a project on Wednesday evenings from the end of February. This will continue in the summer term.)**
- **(Discussions are currently taking place about activities for the summer term and the summer holiday period.)**
- As mentioned in our previous report in September, following the successful planning application for a new 'Soul Building', we still await the outcome of further discussions with the architects and quantity surveyor to finalise the building within budget. We also await the outcome of discussions about ways in which the funding can be accessed in order to commence building work in the shortest possible timeframe. **(We are pleased to note the progress made in a recent meeting between the Parish Council and the South Cambs District Council. In response to this, CYP and Romsey Mill will draw up a 'business plan' for the new Soul Building within the next month, to be discussed with the Parish Council before presentation to the SCDC.)**
- CYP Trustees are grateful for the ongoing financial support of the Parish Council through its annual grant, and also for its efforts on CYP's behalf to draw down the Section 106 money allocated for youth work. We can enter the 2019-20 financial year with confidence, having been informed by the Parish Clerk that the Parish Council will repeat its annual £20,000 grant in

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April 2019 and that the local developers will make their final payment of the previously agreed Section 106 money for youthwork funding in April 2019 or soon after. We will then need to discuss revenue funding from 2020-21 onwards.

**Nigel Taylor**  
**Chair of Trustees: Cambourne Youth Partnership**  
**12<sup>th</sup> March 2019**