



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 16th July 2019. Meeting commenced at 20:33pm.

Present:

Cllr O'Dwyer (Chairman)
Cllr S Krintas

Cllr R Poulton
Cllr G Thompson

In attendance:

John Vickery – Town Clerk
Jessica Lydon – Community Development Officer

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

1. APOLOGIES

Apologies for absence had been received from Cllr P Gavigan, Cllr J Patel and Cllr E Spanner. Acceptable reasons for absence had been received.

It was:

RESOLVED that the apologies from Cllr P Gavigan, Cllr J Patel and Cllr E Spanner for absence be received and approved.

2. MINUTES

It was:

RESOLVED that the Minutes of the meeting [FIN/M73](#) held on Tuesday 19th March 2019 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 S Krintas declared a Declarable Pecuniary Interest in Item 8 as the Chairman and finance committee at Cambourne Village College and CAM Trust.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made no announcements.

Signed

Dated 22nd October 2019
1-7

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 receive and approve the Schedule of Payments.

5.2 To receive a report on the current financial position as at 11.07.19. The Clerk answered queries.

It was:

RESOLVED to receive the report on the current financial position as at 11.07.19.

5.3 To receive the Bank Reconciliations as at the 1st July 2019.

No questions were raised.

It was:

RESOLVED to receive and approve the Bank Reconciliation.

6. POLICIES

The Town Clerk reported that the Asset Register has been updated and a summary sheet will be printed for Councillors.

The Risk Assessment has also been updated.

It was:

RESOLVED that the report be received.

7. LHI FUNDING

Correspondence from Cambridgeshire County Council regarding Local Highway Improvement funding 2020/2021 was considered. The Town Clerk reported that having received funding over the last 2 years for the first 2 zebra crossings, we would have made application for the third that met the County's criteria, however McCarthy & Stone have undertaken to install the crossing at their own cost. The Town Council has been supplying the information on counts to assist their submission to the County for approval.

The Committee had no suggestions at the time, but will inform the Town Clerk of any potential areas by 23rd July to allow enough time to submit an application towards a grant.

It was:

RESOLVED that the report be received and Councillors inform the Town Clerk of potential areas for Local Highway Improvement by 23rd July 2019.

8. CORRESPONDENCE

Claire Coates (Principal of Cambourne Village College) – Community Support

Cllr S Krintas left the room for this Item.

Signed

Dated 22nd October 2019
2-7

A proposal document in relation to the correspondence had been received the day before. The Committee felt they did not have enough time to read the document and therefore felt unable to make a decision on this Item.

Councillors had some questions that they needed clarification on prior to be able to make a decision.

It was:

RESOLVED that Councillors would email the Town Clerk with their questions by 26th July 2019.

Therefore this Item is to be discussed at a Special Council meeting. Claire Coates is to be invited to attend the meeting to answer questions the Council may have.

It was:

RESOLVED that the Item be deferred to be discussed at a Special Council meeting on Tuesday 6th August 2019 and Claire Coates and the consultant be invited to attend the meeting to discuss the proposal.

Cllr S Krintas re-joined the meeting.

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. BLUE SCHOOL

To receive an update from the Town Clerk.

It was:

RESOLVED that the report be received, the recommended actions be confirmed and the Town Clerk be delegated in discussion with the Town Chairman agree details of the transfer of the Blue School.

11. FINANCE PACKAGE

To consider quote received for Finance Package

It was:

RESOLVED to accept the quote from EDGE IT for the sum of £1,838.16 and that the Town Council enter in to a 5 year contract for the Finance package in addition to the existing 3 packages.

12. 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.

Signed

Dated 22nd October 2019

It was:

RESOLVED to re-admit the press and Public.

13. **DATE OF NEXT MEETING – 22nd October 2019**
The meeting closed at 21:02pm.

Signed

Dated 22nd October 2019
4-7

SCHEDULE OF PAYMENTS

Paid Accounts

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
27-Jun-19		541.81	108.36	650.17	Southern Electric	Electricity - Blue School?	1407	M
28-Jun-19		1,046.67	209.33	1,256.00	Scottish Power	Electricity - MUGA	1202	M
01-Jul-19		81.00		81.00	SCDC	Rates - Cemetery	906	M
01-Jul-19		102.00		102.00	SCDC	Rates - LC Cricket pavilion & pitch	1811	M
01-Jul-19		164.00		164.00	SCDC	Rates - GC Cricket pavilion & pitch	1811	M
01-Jul-19		258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Jul-19		457.00		457.00	SCDC	Rates - MUGA	1206	M
01-Jul-19		565.00		565.00	SCDC	Rates - Sports Pavilion	1811	M
01-Jul-19		589.00		589.00	SCDC	Rates - Trailer Park	1711	M
01-Jul-19		622.43		622.43	SCDC	Bins	1422	M
01-Jul-19		638.00		638.00	SCDC	Rates - The Hub	1415	M
01-Jul-19		537.33	107.46	644.79	Southern Electric	Electric - The Hub	1407	M
01-Jul-19		712.50		712.50	Pennon Water Services	Water - Blue School	1414	M
05-Jul-19		87.27		87.27	Barclays	Bank Charges A/C 93936082	203	M
05-Jul-19		33.18	1.66	34.84	Eon	Electric - Trailer Park	1705	M
05-Jul-19		700.64	140.13	840.77	Ricoh	Photocopier	407	Q
10-Jul-19		40.12	3.96	44.08	Barclaycard	Merchant services	203	M
11-Jul-19		55.30	11.06	66.36	BrightVisions	Office 365	404	M

Signed

Dated 22nd October 2019

**CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 1st July 2019**

Prepared by John Vickery Parish Clerk and RFO 11/04/2019

Total Receipts of the Council up to 28th June 2019 616,823.57

Total Receipts of the CPEF up to 28th June 2019 1,220,415.04

Total Payments by the Council up to 28th June 2019 304,776.35

Total Payments by the CPEF up to 28th June 2019 961,167.57

Balance A 571,294.69

Barclays Bank PLC

Account No

*****082

Statement from Bank dated 1st July 2019 1,000.00

Account No

*****049

Statement from Bank dated 1st July 2019 £ 322,510.67

Account No *****964 CPEF

Statement from Bank dated 1st July 2019 £ 259,247.47

Total 582,758.14

Unpresented cheques at 28th June 2019

Barclays

B1332	192.00
B1333	186.00
B1334	48
B1335	991.85
B1336	50.00
B1337	99.66
B1338	1,956.00
B1338	1,596.00
B1339	125.00
B1340	340.68
B1341	54.60
B1342	29.20
B1343	149.40
B1343	52.40
B1344	713.95
B1344	304.51
B1345	48.46
B1345	275.70
B1345	213.36
B1346	27.91
B1347	118.96
B1347	36.99
B1347	79.98
B1347	54.99
B1347	122.03
B1348	64.08
B1349	3,547.24
B1350	234.00

Signed

Date 22nd October 2019
6-7

	B1350	210.00		
		TOTAL	£	11,922.95
Unrecorded income at 28th June 2019				
		TOTAL		459.50
Balance		B	<u>£</u>	<u>571,294.69</u>
Check	A-B			0.00
Petty Cash		Total		244.55
Balance including Petty Cash		Total	<u>£</u>	<u>571,539.24</u>
Signed				
Chairman		Clerk		Date
Independent Councillor Check				Date

Signed

Date 22nd October 2019
7-7