



## 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 17<sup>th</sup> March 2020. Meeting commenced at 19.15

Present:

Cllr J O'Dwyer (Chairman)  
Cllr P Gavigan  
Cllr J Patel

Cllr R Poulton  
Cllr G Thompson

In attendance: John Vickery – Town Clerk

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

#### **1. APOLOGIES**

Apologies for absence had been received from Cllr S Krintas. Acceptable reasons for absence had been received.

It was:

**RESOLVED** that the apologies from Cllr S Krintas be received and approved.

#### **2. MINUTES**

It was:

**RESOLVED** that the Minutes of the meeting FIN/M76 held on Tuesday 17<sup>th</sup> December 2020 were confirmed as being a correct record and duly signed by the Chairman with the numbering of the meeting corrected.

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

There were no declarations of interest or requests for dispensation.

#### **4. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman raised the issue of Covid-19 and the latest advice against social gathering. The Town Council still has to hold the statutory meeting, advise is being drawn up by NALC in consultation with the Government on how these can be run and still meet the requirements on social distancing and avoiding social gatherings.

Signed

Date 22<sup>nd</sup> October 2019

It was:

**RESOLVED** that the Town Clerk in consultation with the Chairs Committee be delegated authority to take necessary actions to ensure the Council can continue running during the emergency, Subject to advice from CaPALC. Unnecessary Council meetings would be postponed.

**5. ELECTRIC BIKE**

The Town Clerk confirmed the bike had been returned. Consideration could be given to having an open bike scheme. Local Councils should be contacted to see how they were operating the scheme. Once this information had been obtained the matter should be reviewed with the possibility of applying for a grant to extend the scheme to more bikes.

It was:

**RESOLVED** to receive review use of an open bike scheme.

**6. MISSION STATEMENT**

There was a short discussion on the current Mission Statement, the draft supplied by the Town Chairman and four bullet points in South Cambs statement for discussion.

It was:

**RECOMMENDED** that the current Mission Statement, the draft supplied by the Town Chairman and four bullet points in South Cambs statement be circulated to all Councillors to comment prior to the next Council meeting.

**7. POLICIES**

The Town Clerk report on the Councils Current Policies and that they were currently up to date. (report attached)

It was:

**RECOMMENDED** that the report be received and it be noted that the policies do not need reviewing at this point.

**8. CORRESPONDENCE**

No correspondence had been received.

**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**

To receive a report from the Town Clerk.

It was:

**RESOLVED** to receive the report and agree to the necessary actions.

11. **CAMBOURNE YOUTH PROJECT.**  
To receive a report from the Town Clerk.

It was:

**RESOLVED** to receive the report

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.

It was:

**RESOLVED** to re-admit the press and Public.

13. **DATE OF NEXT MEETING – 19<sup>th</sup> May 2020**  
The meeting closed at 20.30

**CAMBOURNE TOWN COUNCIL**  
District of South Cambridgeshire

Finance and Policy Committee Meeting 17<sup>th</sup> March 2020

**Review of Policies**

The Town Council has a number of policies and other documents which should be 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 Town Council have the following additional policies or documents:

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| Mission Statement considered under Item  |
| Standing Orders<br>Addendum A Code of conduct for Members<br>Addendum B Public Speaking at Town Council Meetings<br>Councillor and Employee Behaviour  |
| Terms of Reference and Delegated Powers<br>Committee Structure<br>Membership of Committees<br>Staffing Structure   |
| Financial Regulations  |
| Chairmanship Guidelines<br>Procedures for the Presentation and Adoption of Minutes of Council<br>Committees<br>Process of Motions, Amendments and Substantive Motions<br>Public Notice – Filming at Meetings |
| The Model Code of Conduct for Parish and Town Councils<br>Register of Members Interests Form & Guidance Notes<br>Application for a Dispensation Form<br>Dispensations Procedure Guidance                     |
| Freedom of Information Act- Publication Scheme   |
| A Code Practice for Dealing with Complaints Against the Council  |
| Policies <ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>   |

Signed

Date 22<sup>nd</sup> October 2019  
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| <ul style="list-style-type: none"><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> |
| Volunteer Risk Assessments <ul style="list-style-type: none"><li>• Litter Picking &amp; Guidance Notes</li><li>• Graffiti Removal</li><li>• Banksman</li></ul>  |
| Risk Assessment (This is continually updated to reflect any changes).   |
| Asset Register (This is continually updated to reflect acquisitions and disposals)  |

All the policies are currently up to date and do not need amending  
All Councillors received a manual with complete set of policies as part of their induction to the Town Council after the May 2018 and when the New Councillors are elected or co-opted onto the Town Council.

It is

**RECOMMENDATIONS** That the report be received and it be noted that they do not need reviewing.