



## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

A Virtual meeting of this Council was held using Teams on Tuesday 14<sup>th</sup> July 2020.  
Meeting commenced at 19:02

Present:

Cllr J O'Dwyer (Chairman)	Cllr S Krintas
Cllr R Poulton (Vice Chairman)	Cllr K McIntyre
Cllr N Akhter	Cllr F Panrucker
Cllr S Bhattacharya	Cllr J Patel
Cllr P Gavigan	Cllr D Sharma
Cllr T Hudson	Cllr E Spanner
Cllr D Jones	Cllr G Thompson

In attendance: John Vickery Town Clerk  
Heather Nigbur-Day Deputy Town Clerk

2 members of the public was in attendance.

### 1. **APOLOGIES**

Apologies for absence were received from Cllr A Fisher, Cllr P Hedges and Cllr J Simpson. Acceptable reasons for absence have been given.

It was:

**RESOLVED** that the apologies from Cllr A Fisher, Cllr P Hedges and Cllr J Simpson, for their absence be received and approved.

### 2. **MINUTES OF LAST MEETING**

To approve as a correct record the minutes of the Council Meeting CTC/M201 held on 3<sup>rd</sup> March 2020

It was:

**RESOLVED** that the minutes of the Council Meeting CTC/M201 be approved and signed.

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

Cllr J Patel made a declaration of interest in agenda item 14, as the Treasurer and Trustee of the Camboorne Youth Partnership.

### 4. **POLICE MATTERS**

No reports had been received.

An update regarding the damage caused to the Sports Pavilion was given by the Town Clerk.

It was

Signed

Date 1<sup>st</sup> September 2020

**RESOLVED** to receive the verbal report from the Town Clerk.

**5. CHAIRMAN'S ANNOUNCEMENTS**

- The Chairman welcomed everyone to the first meeting since the Lockdown.
- Virtual meetings will continue until further notice. The next Council meeting will be held on 1<sup>st</sup> September 2020 and a link will be available nearer the time.
- The Town Clerk confirmed that the Legislation had been enacted to allow Town and Parish Councils to hold Virtual meetings and they had the same legal status as the previous Face to Face meetings

**6. CLERKS UPDATE**

The Town Clerk presented a written report. Report has been attached below. Item 6 in the agenda pack was the reports emailed to Councillors after the 17<sup>th</sup> March 2020 shutdown updates 1-19

Item 6a in the agenda pack was the update 20 for the previous week and included the proposed updated lettings packages and guidance for use during the return from the shutdown caused by the Covid-19 pandemic.

It was

**RESOLVED** to receive the report and to adopt the amended lettings packages.

**7. FINANCIAL STATEMENT**

**7.1 SCHEDULE OF PAYMENTS:**

To receive the schedule of payments attached.

It was

**RESOLVED** to receive the schedule of payments attached and approve the payments as attached.

**7.2 CURRENT FINANCIAL STATEMENT:**

The council has been keeping within its agreed revised budgets and spending in accordance with our Financial Regulations, copy of Finance Spreadsheet as at 8<sup>th</sup> July 2020.

It was

**RESOLVED** to receive the report on the Finance Spreadsheet as at 8<sup>th</sup> July 2020.

**7.3 BANK RECONCILIATION:**

To receive approving the Bank reconciliations as at the 1<sup>st</sup> April 2020, 1<sup>st</sup> May 2020, 1<sup>st</sup> June, and 1<sup>st</sup> July 2020.

It was

**RESOLVED** to approve and receive the bank reconciliation for 1<sup>st</sup> April 2020, 1<sup>st</sup> May 2020, 1<sup>st</sup> June, and 1<sup>st</sup> July 2020.

**8. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

Signed

Date 1<sup>st</sup> September 2020  
2-20

### 8.1 Annual Internal Audit Report

The Town Clerk meet the internal auditor on the 29<sup>th</sup> and 30<sup>th</sup> June 2020. (Internal auditor's report attached) the areas which we scored 2 in last year had been addressed and therefore this year were assessed as a 1.

It was

**RESOLVED** to receive the Annual internal Audit Report and note the findings. No actions are required to be taken.

### 8.2 AGAR Section 1: Annual Governance Statement 2019/20

The Town Clerk presented a report and went through AGAR Section 1 of Governance Statement 2019/20. Report attached.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

It was:

**RESOLVED** that Statement 1 be agreed and marked yes.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

It was:

**RESOLVED** that Statement 2 be agreed and marked yes.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

It was:

**RESOLVED** that Statement 3 be agreed and marked yes.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations

It was:

**RESOLVED** that Statement 4 be agreed and marked yes.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

It was:

**RESOLVED** that Statement 5 be agreed and marked yes.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

It was:

**RESOLVED** that Statement 6 be agreed and marked yes.

7. We took appropriate action on all matters raised in reports from internal and external audit.

It was:

**RESOLVED** that Statement 7 be agreed and marked yes.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

It was:

**RESOLVED** that Statement 8 be agreed and marked yes.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

It was:

**RESOLVED** that Statement 9 be marked as Not Applicable

It was

**RESOLVED** that the Cambourne Town Chairman and Town Clerk sign Section 1 of the Annual Return: Annual governance Statement 2019/20.

### **8.3 AGAR: Section 2 Accounting statements 2019/20**

To review the accounting statement and if no issues are found the Council should approve it and authorise the Town Chairman to sign it.

It was

**RESOLVED** that the Town Council approved and authorised the Town Chairman to sign Section 2 of the Annual Return: Accounting Statements 2019/20.

## **9. CORRESPONDENCE**

Schedule of correspondence attached bellow

The schedule listed all the correspondence circulated by email to all councillors since the 17<sup>th</sup> March 2020.

It was:

**RESOLVED** to receive the correspondence.

## **10. COMMITTEE REPORTS**

Signed

Date 1<sup>st</sup> September 2020  
4-20

To receive minutes of meeting of the following Committees and consider any recommendations contained therein:

**10.1 PLANNING COMMITTEE** held on 17<sup>th</sup> March 2020 PLN M321

**10.2 FINANCE AND POLICY COMMITTEE** held on 17<sup>th</sup> March 2020 FIN M77

It was:

**RESOLVED** that the minutes be received.

**11. PLANNING APPLICATIONS**

The Town Clerk presented a written report of all the planning applications that had been replied to following the resolution at the Planning Committee meeting PLN M321 item 4 on the 17<sup>th</sup> March 2020 it was agreed that the Town Clerk in consultation with the Chairman and Committee members be delegated authority to respond to planning applications.

To confirm the actions of the Town Clerk in consultation with the Chairman and Committee members in responding to the attached Planning Applications.

It was:

**RESOLVED** that the report be received, and the actions of the Town Clerk be confirmed.

**12. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Exclusion of the press and the public.

**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 be excluded from the Meeting.

It was:

**RESOLVED** that the Press and Public be excluded.

**13. CHAIRS COMMITTEE**

To receive a report from the Town Clerk following the resolution at the Finance and Policy Committee meeting FIN M77 item 4 on the 17<sup>th</sup> March 2020 were it was agreed 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.

To receive a report from the Town Clerk and confirm the actions taken in consultation with the Chairs Committee.

It was:

**RESOLVED** to receive the report and carry out the necessary actions.

**14. CYP UPDATE**

To receive a report from the Town Clerk.

It was:

**RESOLVED** to receive the report and carry out the necessary actions.

**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** that the Press and Public be re-admitted.

16. **DATE OF NEXT MEETING** – 1<sup>st</sup> September 2020  
The meeting closed at 1950.

**SCHEDULE OF PAYMENTS**

**Paid Accounts**

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
	DD	1,126.36	225.27	1,351.63	Scottish Power	Electricity - MUGA	1202	M
02-Mar-20	DD	16.64		16.64	Pennon Water	Water - Cemetery	905	½
02-Mar-20	DD	53.88		53.88	Pennon Water	Water - New Cricket	1810	½
02-Mar-20	DD	214.28		214.28	Pennon Water	Water - Brace Dein Allotments	1011	½
02-Mar-20	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
02-Mar-20	DD	265.11	53.02	318.13	Shire Leasing PLC	Phones	403	
02-Mar-20	DD	550.93		550.93	SCDC	Bins - Hub, BS, Pavilions	1422	M
02-Mar-20	DD	808.50		808.50	Pennon Water	Water - Blue School	1414	M
02-Mar-20	DD	765.89	153.17	919.06	Southern Electric	Electric - The Hub	1407	M
03-Mar-20	DD	125.56		125.56	Anglian Water	Sewerage charges - Sports Centre	1810	½
03-Mar-20	DD	372.46		372.46	Anglian Water	Sewerage Charges - The Hub	1414	½
03-Mar-20	DD	8,891.64		8,891.64	Anglian Water	Sewerage Charges - The Blue School	1414	½
04-Mar-20	B1541	75.00	15.00	90.00	Ah Electrical	Replaced damaged outside socket	1406	
04-Mar-20	B1542	150.00	30.00	180.00	Cambridge Security	Unlock the Hub and Blue School	1419	M
04-Mar-20	B1542	35.00	7.00	42.00	Cambridge Security	Alarm Activation Call Out Charge	1419	
04-Mar-20	B1543	7,887.83		7,887.83	Cambs County Council	School Lane Zebra crossing.	2007	
04-Mar-20	B1544	141.67	28.33	170.00	Cambs Lock and Safe	Blue School - Class room door lock replaced	1419	
04-Mar-20	B1545	40.00	8.00	48.00	CamFire	Maintenance of fire equipment - NCP	1809	A
04-Mar-20	B1545	40.00	8.00	48.00	CamFire	Maintenance of fire equipment - Trailer Park	1708	A
04-Mar-20	B1545	40.00	8.00	48.00	CamFire	Maintenance of fire equipment - LCP	1809	A
04-Mar-20	B1546	38.01	7.60	45.61	CBS	Stationary - paper	405	
04-Mar-20	B1547	169.50	33.90	203.40	CCL Supplies	Compactor Sacks	1101	
04-Mar-20	B1547	97.53	19.51	117.04	CCL Supplies	Toilet rolls, centre feed roll	1417	
04-Mar-20	B1548	54.65	10.93	65.58	CoolerAid	Water and paper cups	1414	

Signed

Date 1<sup>st</sup> September 2020  
7-20

04-Mar-20	B1549	373.00	74.60	447.60	Dormakaba	Maintenance Contract	1406	A
04-Mar-20	B1550	532.00	106.40	638.40	St John Ambulance	Fireworks	1111	
06-Mar-20	DD	34.73	1.74	36.47	Eon	Electric - Caravan Park	1705	M
06-Mar-20	DD	95.14		95.14	Barclaycard	Merchant services	203	M
10-Mar-20	DD	40.18	3.96	44.14	Barclays	Bank Charges A/C 93936082	203	M
13-Mar-20	DD	72.80	14.56	87.36	SGW Payroll	Payroll processing	110	M
13-Mar-20	DD	159.78	31.95	191.73	Fuel Genie	Petrol & Diesel	1109	M
16-Mar-20	DD	94.34	18.86	113.20	BT	Phone lines & Broadband	403	Q
16-Mar-20	DD	272.95	54.59	327.54	Opus Energy	Electric - New Cricket Pavilion	1806	M
16-Mar-20	DD	561.03	112.20	673.23	Southern Electric	Electricity - Leisure Centre	1407	M
13-Mar-20	B1551	410.00	82.00	492.00	Ah Electrical	Repaired faulty lampposts	1101	
13-Mar-20	B1552	145.00	29.00	174.00	Briar Security	Blue School - replace blown fuse	1413	
13-Mar-20	B1553	30.00		30.00	Capalc	Park Equipment training x 3 @ £10pp	501	
13-Mar-20	B1554	1,600.00	320.00	1,920.00	Complete Cleaning	Hub and Blue school cleaning	1417	M
13-Mar-20	B1554	1,330.00	266.00	1,596.00	Complete Cleaning	Sports facilities cleaning	1820	M
13-Mar-20	B1555	90.00		90.00	CPTC	PA1 Test fee	501	
13-Mar-20	B1556	95.00	19.00	114.00	Ely and District training Group	PA1 - Pesticides Foundation Module Course	501	
13-Mar-20	B1557	394.42	78.88	473.30	Heating & Plumbing Resolutions Ltd	2 x Immersions and seals - The Hub	1413	
13-Mar-20	B1558	20.96	4.19	25.15	David Marshall	Purchase of football domain names	1209a	
13-Mar-20	B1559	91.01	18.20	109.21	Numatic	Henry Hoover, 1 x box of bags	1820	
13-Mar-20	B1560	604.17	120.83	725.00	Parkrun	Contribution to set up costs	1412	
13-Mar-20	B1561	87.00	17.40	104.40	Premier Logos	10K Banners	1412	
13-Mar-20	B1562	250.00		250.00	Relate	Grant	303	
13-Mar-20	B1563	58.50	11.70	70.20	Tudor Environmental	Tyre sealant	1107	
17-Mar-20	DD	10.99		10.99	Barclay Credit Card	Computer filter glasses	106	
17-Mar-20	DD	43.34	8.66	52.00	Barclay Credit Card	Timpson Keys	1411	
17-Mar-20	DD	20.00		20.00	Barclay Credit Card	Morrisons food deposit	413	
17-Mar-20	DD	3.98		3.98	Barclay Credit Card	Roller and tray	1412	
17-Mar-20	DD	14.80		14.80	Barclay Credit Card	Volunteers Fair refreshment	413	

Signed

Date 1<sup>st</sup> September 2020  
8-20



17-Mar-20	DD	30.00	6.00	36.00	Barclay Credit Card	Fast fold table tools	1411	
17-Mar-20	DD	3.50		3.50	Barclay Credit Card	Bin liners, washing up liquid	1417	
17-Mar-20	DD	16.66	3.33	19.99	Barclay Credit Card	Laptop Back pack	408	
17-Mar-20	DD	8.00		8.00	Barclay Credit Card	Volunteers Fair remaining food balance	413	
17-Mar-20	DD	28.19		28.19	Barclay Credit Card	Volunteers Fair Food	413	
20-Mar-20	DD	5,946.50		5,946.50	PAYE		102	M
23-Mar-20	DD	215.23	43.04	258.27	Southern Electric	Leisure Centre	1407	M
23-Mar-20	DD	270.00	54.00	324.00	EE	Mobile Phones	403	M
26-Mar-20	DD	18,490.91	0.00	18,490.91	Payroll		101	M
26-Mar-20	DD	10,356.73	0.00	10,356.73	Pension		103	M
30-Mar-20	DD	676.57	135.31	811.88	Southern Electric	Electric - The Hub	1407	M
30-Mar-20	DD	1,126.36	225.27	1,351.63	Scottish Power	Electricity - MUGA	1202	M
01-Apr-20	DD	55.30	11.06	66.36	Brightvision	Office 360	404	M
01-Apr-20	DD	88.20		88.20	SCDC	Rates - Cemetery	906	M
01-Apr-20	DD	99.43		99.43	SCDC	Rates - LC Cricket Pavillion & Pitch	1811	M
01-Apr-20	DD	168.65		168.65	SCDC	Rates - GC Cricket Pavillion & Pitch	1811	M
01-Apr-20	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Apr-20	DD	464.70		464.70	SCDC	Rates - MUGA	1206	M
01-Apr-20	DD	572.50		572.50	SCDC	Rates - Sports Pavillion	1811	M
01-Apr-20	DD	597.00		597.00	SCDC	Rates - Trailer Park	1711	M
01-Apr-20	DD	646.00		646.00	SCDC	Rates - The Hub	1415	M
01-Apr-20	DD	808.50		808.50	Pennon Water	Water - Blue School	1414	M
06-Apr-20	DD	31.63	1.58	33.21	Eon	Electric - Caravan Park	1705	M
06-Apr-20	DD	58.10		58.10	Barclays	Bank Charges A/C 93936082	203	M
07-Apr-20	B1564	245.00	49.00	294.00	Alpha Roofing Ltd	Repair damaged roof tiles - The Hub	1413	
07-Apr-20	B1565	75.00	15.00	90.00	Briar Security	Intruder Alarm Maintenance - LCP	1812	
07-Apr-20	B1566	125.00	25.00	150.00	Cambridge Security	Unlock Blue school & Hub	1419	M
07-Apr-20	B1566	800.00	160.00	960.00	Cambridge Security	Annual Keyholder Charge	1419	A
07-Apr-20	B1567	1,224.75		1,224.75	Capalc	Affiliation fee	207	A
07-Apr-20	B1568	221.58	44.31	265.89	CBS	Stationery	405	
07-Apr-20	B1569	44.85	8.97	53.82	CCL Supplies	Toilet rolls	1417	

Signed

Date 1<sup>st</sup> September 2020  
9-20

07-Apr-20	B1569	233.30	46.66	279.96	CCL Supplies	Compactor bags and toilet rolls	1417	
07-Apr-20	B1569	56.70	11.34	68.04	CCL Supplies	Detergent, toilet rolls, hand towel	1417	
07-Apr-20	B1570	1,600.00	320.00	1,920.00	Complete Cleaning	Hub and Blue school cleaning	1417	M
07-Apr-20	B1570	1,330.00	266.00	1,596.00	Complete Cleaning	Sports facilities cleaning	1820	M
07-Apr-20	B1571	25.00	5.00	30.00	Cooleraid	Annual Cooler Maintenance	1421	A
07-Apr-20	B1572	14.12	2.82	16.94	Heather Nigbur-Day	Ink Cartridges for printer	405	
07-Apr-20	B1573	360.00	72.00	432.00	Our IT	Remote working server access	404	
07-Apr-20	B1574	625.00	125.00	750.00	Page Building Solutions	Repair doors - Blue School	1413	
07-Apr-20	B1575	42.00	8.40	50.40	Rinku Ambegaonkar	Refund Hall booking - CoronaVirus concerns	1423	
07-Apr-20	B1576	750.00	150.00	900.00	S&C Slatter	Bi-Monthly Sports Champ	1201	2m
07-Apr-20	B1577	36.12	1.81	37.93	Scottish Power	Feeder Pillar Brace Dein.	1102	Q
07-Apr-20	B1578	57.10	11.41	68.51	Screwfix	Brushes, sandpaper and woodfiller	1101	
07-Apr-20	B1579	45.00		45.00	Steven Eagell	Van MOT	1109	A
09-Apr-20	DD	72.80	14.56	87.36	SGW Payroll	Payroll processing	110	M
14-Apr-20	DD	54.30	3.96	58.26	Barclaycard	Merchant services	203	M
14-Apr-20	DD	743.47	148.69	892.16	RICOH	Printer	407	½
15-Apr-20	DD	419.39	83.85	503.24	Fuel Genie	Petrol & Diesel	1109	M
15-Apr-20	DD	1,399.99	280.00	1,679.99	Barclay Credit Card	Dishwasher - The Hub	1413	
15-Apr-20	DD	249.00	49.80	298.80	Barclay Credit Card	Installation of dishwasher	1413	
15-Apr-20	DD	54.95		54.95	Barclay Credit Card	Multifunctional Printer	408	
15-Apr-20	DD	6.83	1.37	8.20	Barclay Credit Card	Hard cover notebook	405	
15-Apr-20	DD	412.89	82.58	495.47	Barclay Credit Card	Heating repairs - The Hub	1413	
15-Apr-20	DD	30.00		30.00	Barclay Credit Card	5 x keys - the Hub back door	1413	
16-Apr-20	DD	248.96	49.79	298.75	Opus Energy	Electric - New Cricket Pavilion	1806	M
21-Apr-20	DD	270.00	54.00	324.00	EE	Mobile Phones	403	M
23-Apr-20	DD	149.07	7.45	156.52	Southern Electric	Electricity - Leisure Centre	1806	M
24-Apr-20	DD	19,420.69	0.00	19,420.69	Payroll		101	M
24-Apr-20	DD	7,233.47	0.00	7,233.47	Pension		103	M
27-Apr-20	DD	25.20		25.20	BarclayCard	Commission	203	M
27-Apr-20	DD	1,159.59	231.91	1,391.50	Southern Electric	Electric - LC Pavilion	1806	M

Signed

Date 1<sup>st</sup> September 2020  
10-20

27-Apr-20	DD	1,499.59	299.91	1,799.50	BT	Telephone and broadband	403	½
28-Apr-20	DD	1,334.00		1,334.00	Scottish Power	Electricity - MUGA	1202	M
01-May-20	DD	90.00		90.00	SCDC	Rates - Cemetery	906	M
01-May-20	DD	104.00		104.00	SCDC	Rates - LC Cricket Pavillion & Pitch	1811	M
01-May-20	DD	167.00		167.00	SCDC	Rates - GC Cricket Pavillion & Pitch	1811	M
01-May-20	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-May-20	DD	464.00		464.00	SCDC	Rates - MUGA	1206	M
01-May-20	DD	574.00		574.00	SCDC	Rates - Sports Pavillion	1811	M
01-May-20	DD	599.00		599.00	SCDC	Rates - Trailer Park	1711	M
01-May-20	DD	649.00		649.00	SCDC	Rates - The Hub	1415	M
01-May-20	DD	808.50		808.50	Pennon Water	Water - Blue School	1414	M
01-May-20	DD	755.77	151.15	906.92	Southern Electric	Electricity - The Hub	1407	M
05-May-20	DD	33.41	1.67	35.08	Eon	Electric - Caravan Park	1705	M
05-May-20	DD	57.00		57.00	Barclays	Bank Charges A/C 93936082	203	M
05-May-20	DD	58.39		58.39	BarclayCard	Commission	203	M
05-May-20	B1580	288.00		288.00	Adept IT Services	Time	404	
05-May-20	B1581	1,480.00	296.00	1,776.00	Briar Security	Intruder alarm maintenance - The Hub	1419	A
05-May-20	B1581	80.00	16.00	96.00	Briar Security	Reset - New Cricket Pavilion	1812	
05-May-20	B1582	75.89	15.17	91.06	CBS	Stationary	405	
05-May-20	B1583	20.25	4.05	24.30	CCL Supplies	Compactor bags and air freshner	1417	
05-May-20	B1583	74.95	14.99	89.94	CCL Supplies	Hand Gel	1417	
05-May-20	B1584	20.83	4.17	25.00	Charlotte Schwarz	New cricket deposit refund due to Covid 19	1813	
05-May-20	B1585	1,600.00	320.00	1,920.00	Complete Cleaning	Hub and Blue school cleaning - Missed Invoice	1417	M
05-May-20	B1585	1,330.00	266.00	1,596.00	Complete Cleaning	Sports facilities cleaning	1820	M
05-May-20	B1585	1,465.00	293.00	1,758.00	Complete Cleaning	Cleaning	1417	M
05-May-20	B1586	654.43	130.89	785.32	GB Sport & Leisure	Paint, primer and hose.	1101	
05-May-20	B1587	2,083.34		2,083.34	Inclusive Development	Final fee	1412	
05-May-20	B1588	409.41	81.88	491.29	Scamblers	Wheel, tyres x 2	1104	
05-May-20	B1589	15,000.00		15,000.00	Cambourne Youth Partnership	1st half or Grant	302	

Signed

Date 1<sup>st</sup> September 2020  
11-20

12-May-20	DD	20.49	3.96	24.45	Barclaycard	Merchant services	203	M
13-May-20	DD	208.25	41.64	249.89	Fuel Genie	Petrol & Diesel	1109	M
18-May-20	DD	98.00	4.90	102.90	Opus Energy	Electric - New Cricket Pavilion	1806	M
18-May-20	DD	267.50		267.50	Barclay Credit Card	DVLA - Van Tax	1109	A
18-May-20	DD	384.00		384.00	Barclay Credit Card	Survey Monkey	404	A
18-May-20	DD	51.98		51.98	Barclay Credit Card	Amazon	404	
18-May-20	DD	37.00		37.00	Barclay Credit Card	Ink cartridges	405	
18-May-20	DD	127.50	25.50	153.00	Barclay Credit Card	Replacement lock - The Hub	1413	
18-May-20	DD	3.00		3.00	Barclay Credit Card	Co Op	1412	
18-May-20	DD	16.45		16.45	Barclay Credit Card	Co Op	1412	
18-May-20	DD	8.55		8.55	Barclay Credit Card	Co Op	1412	
18-May-20	DD	18.63		18.63	Anglian Water	Sewerage charges - Sports centre	1810	½
18-May-20	DD	86.36		86.36	Anglian Water	Sewerage charges - The Hub	1414	½
18-May-20	DD	1,003.34		1,003.34	Anglian Water	Sewerage charges - The Blue School	1414	½
19-May-20	B1590	222.70	44.54	267.24	Adept IT Services	ESET Endpoint Antivirus	404	A
19-May-20	B1591	6.10	1.22	7.32	CCL Supplies	Disposable gloves	1105	
19-May-20	B1592	1,465.00	293.00	1,758.00	Complete Cleaning	Cleaning	1820	M
19-May-20	B1593	1,491.00	298.20	1,789.20	Mills & Reeve	Legal Services - Lease of Room 4 - Blue School	208	
19-May-20	B1594	617.50	123.50	741.00	ROSPA	Annual play inspections	1106	A
19-May-20	B1595	750.00	150.00	900.00	S&C Slatter	Bi Monthly Sports Champ	1201	2m
19-May-20	B1596	908.79	181.75	1,090.54	Scamblers	Service of Kioti Nx6010 Tractor	1109	
19-May-20	B1597	20.00		20.00	Susan Neil	Key deposit refund - Trailer Park	1713	
19-May-20	DD	44.38	2.22	46.60	Eon	Feeder Pillar - Greenhaze Lane	1102	Q
20-May-20	DD	72.80	14.56	87.36	SGW Payroll	Payroll processing	110	M
21-May-20	DD	270.92	54.18	325.10	EE	Mobile Phones	403	M
22-May-20	DD	6,574.68		6,574.68	PAYE		102	M
26-May-20	DD	55.30	11.06	66.36	Brightvision	Office 360	404	M
26-May-20	DD	149.07	7.45	156.52	Southern Electric	Electricity - Leisure Centre	1407	M
26-May-20	DD	18,237.03	0.00	18,237.03	Payroll		101	M
26-May-20	DD	6,614.39	0.00	6,614.39	Pension		103	M

Signed

Date 1<sup>st</sup> September 2020  
12-20

28-May-20	DD	1,334.00		1,334.00	Scottish Power	Electricity - MUGA	1202	M
01-Jun-20	DD	90.00		90.00	SCDC	Rates - Cemetery	906	M
01-Jun-20	DD	104.00		104.00	SCDC	Rates - LC Cricket Pavillion & Pitch	1811	M
01-Jun-20	DD	157.50		157.50	TV Licence	The Hub - Tv Licence	1420	A
01-Jun-20	DD	167.00		167.00	SCDC	Rates - GC Cricket Pavillion & Pitch	1811	M
01-Jun-20	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Jun-20	DD	318.13		318.13	Shire Leasing	Phones	403	Q
01-Jun-20	DD	464.00		464.00	SCDC	Rates - MUGA	1206	M
01-Jun-20	DD	574.00		574.00	SCDC	Rates - Sports Pavillion	1811	M
01-Jun-20	DD	599.00		599.00	SCDC	Rates - Trailer Park	1711	M
01-Jun-20	DD	649.00		649.00	SCDC	Rates - The Hub	1415	M
01-Jun-20	DD	808.50		808.50	Pennon Water	Water - Blue School	1414	M
01-Jun-20	DD	16,952.86		16,952.86	Public Works Loan		2004	½
02-Jun-20	DD	235.20		235.20	Barclay Card Stylo	Merchant Services	203	M
05-Jun-20	DD	32.08	1.60	33.68	Eon	Electric - Caravan Park	1705	M
05-Jun-20	DD	51.50		51.50	BarclayCard	Commission	203	M
10-Jun-20	DD	22.38	3.96	26.34	Barclays	Bank Charges A/C 93936082	203	M
10-Jun-20	DD	10.20		10.20	Barclaycard	CoOp	1412	
12-Jun-20	B1598	5,381.64	1,076.33	6,457.97	AH Electrical	Repair flood damage - Sports Pavillion	1809	
12-Jun-20	B1598	80.00	16.00	96.00	AH Electrical	Phone wire for card reader - The Hub	1413	
12-Jun-20	B1599	160.00	32.00	192.00	Briar Security	CCTV Maintenance - Sports Centre	1812	A
12-Jun-20	B1600	16.80	3.36	20.16	CBS	Laminating Pouches	405	
12-Jun-20	B1601	1,465.00	293.00	1,758.00	Complete Cleaning	Cleaning	1417	M
12-Jun-20	B1602	203.40	40.68	244.08	CCL Supplies	Compactor bags	1417	
12-Jun-20	B1603	95.00		95.00	ICCM	Cemetery Membership Fees	207	A
12-Jun-20	B1604	115.79	23.15	138.94	ScrewFix	Angle grinder, pruner, screws	1101	
12-Jun-20	B1605	20.00		20.00	Stephanie Baudino	Key deposit return - Sports Pavillion	1813	
12-Jun-20	B1606	740.00	148.00	888.00	Technical Surfaces Ltd	Match Fit Service	1201	6wk
15-Jun-20	DD	363.60	72.72	436.32	BT	Telephone and Broadband	403	Q
15-Jun-20	DD	526.21	105.23	631.44	Fuel Genie	Petrol & Diesel	1109	M
16-Jun-20	DD	123.80	6.19	129.99	Opus Energy	Electric - New Cricket Pavilion	1806	M

Signed

Date 1<sup>st</sup> September 2020  
13-20

22-Jun-20	DD	104.35	5.21	109.56	Southern Electric	Electricity - Leisure Centre	1407	M
22-Jun-20	DD	5,628.14		5,628.14	PAYE		102	M
22-Jun-20	DD	270.00	54.00	324.00	EE	Mobile Phones	403	M
23-Jun-20	DD	55.30	11.06	66.36	Shift F7 Ltd (BrightVision)	Office 360	404	M
25-Jun-20	DD	72.80	14.56	87.36	SGW Payroll	Payroll processing	110	M
26-Jun-20	DD	1,435.30	287.05	1722.35	Southern Electric	Electricity - Jeavons Wood Primary	1407	M
26-Jun-20	DD	18,180.29	0.00	18,180.29	Payroll		101	M
26-Jun-20	DD	6,546.92	0.00	6,546.92	Pension		103	M
29-Jun-20	DD	808.25	134.56	942.81	Southern Electric	Electricity - The Hub	1407	M
29-Jun-20	DD	1,334.00		1,334.00	Scottish Power	Electricity - MUGA	1202	M
01-Jul-20	DD	180.00		180.00	SCDC	Premises Licence - The Hub	1420	A
01-Jul-20	DD	464.00		464.00	SCDC	Rates - MUGA	1206	M
01-Jul-20	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Jul-20	DD	104.00		104.00	SCDC	Rates - LC Cricket Pavillion & Pitch	1811	M
01-Jul-20	DD	90.00		90.00	SCDC	Rates - Cemetery	906	M
01-Jul-20	DD	808.50		808.50	Pennon Water	Water - Blue School	1414	M
01-Jul-20	DD	599.00		599.00	SCDC	Rates - Trailer Park	1711	M
01-Jul-20	DD	167.00		167.00	SCDC	Rates - GC Cricket Pavillion & Pitch	1811	M
01-Jul-20	DD	649.00		649.00	SCDC	Rates - The Hub	1415	M
01-Jul-20	DD	574.00		574.00	SCDC	Rates - Sports Pavillion	1811	M
02-Jul-20	B1607	160.00	32.00	192.00	Briar Security	CCTV maintenance - Sports Centre	1807	A
02-Jul-20	B1608	62.85	12.57	75.42	CBS	Paper, ink and laminating pouches	405	
02-Jul-20	B1609	8.50	1.70	10.20	CCI Supplies	Gloves	1101	
02-Jul-20	B1609	31.20	6.24	37.44	CCI Supplies	Hand disinfectant	1417	
02-Jul-20	B1610	20.00		20.00	Joanne Turner	Return Trailer Park key deposit	1713	
02-Jul-20	B1611	3.39	0.68	4.07	Scamblers	Blade Bolt	1107	
02-Jul-20	B1611	19.16	3.83	22.99	Scamblers	Bearing	1107	
02-Jul-20	B1612	52.81	10.56	63.37	Screwfix	Hacksaw blades, hex keys, socket set	1107	
02-Jul-20	B1613	8.34	1.66	10.00	Mark Weatherhead	Nuts and washers	1107	

Signed

Date 1<sup>st</sup> September 2020  
14-20

**CAMBOURNE PARISH COUNCIL  
BANK RECONCILIATION AT 1st April 2020**

Prepared by John Vickery Parish Clerk and RFO 14/04/2020

Total Receipts of the Council up to 29th February 2020 1,153,580.95

Total Receipts of the CPEF up to 29th February 2020 1,239,354.01

Total Payments by the Council up to 29th February 2020 965,199.48

Total Payments by the CPEF up to 29th February 2020 961,224.02

**Balance A** 466,511.46

Barclays Bank PLC

Account No 93936082

Statement from Bank dated 1st April 2020 1,000.00

Account No 90496049

Statement from Bank dated 1st April 2020 £ 188,188.51

Account No 23365964 CPEF

Statement from Bank dated 1st April 2020 £ 278,129.99

**Total** 467,318.50

Unpresented cheques at 29th February  
2020

Barclays

DD 5,975.04

**TOTAL** £ 5,975.04

Unrecorded income at 29th February 2020

**TOTAL** 5,168.00

**Balance B** £ 466,511.46

Check A-B -0.00

Petty Cash Total 163.27

**Balance** including Petty Cash Total 466,674.73

Signed

Chairman

Clerk

Date

Independent Councillor Check

Date

Signed

Date 1<sup>st</sup> September 2020  
15-20

**CAMBOURNE TOWN COUNCIL  
BANK RECONCILIATION AT 1st May 2020**

Prepared by John Vickery Parish Clerk and RFO 11/05/2020

Total Receipts of the Council up to 30th April 2020 324,201.72

Total Receipts of the CPEF up to 30th April 2020 1,239,354.01

Total Payments by the Council up to 30th April 2020 49,311.63

Total Payments by the CPEF up to 30th April 2020 961,230.02

**Balance A 553,014.08**

Barclays Bank PLC

Account No 93936082

Statement from Bank dated 1st May 2020 1,406.59

Account No 90496049

Statement from Bank dated 1st May 2020 £ 268,372.50

Account No 23365964 CPEF

Statement from Bank dated 1st May 2020 £ 278,123.99

**Total 547,903.08**

Unpresented cheques at 30th April 2020  
Barclays

Unrecorded income at 30th April 2020 **TOTAL** £ -

**TOTAL** 5,111.00

**Balance B £ 553,014.08**

Check A-B **0.00**

Petty Cash Total **163.17**

**Balance** including Petty Cash Total **553,177.25**

Signed Chairman Clerk Date

Independent Councillor Check Date

Signed Date 1<sup>st</sup> September 2020  
16-20



**CAMBOURNE TOWN COUNCIL  
BANK RECONCILIATION AT 1st June 2020**

Prepared by John Vickery Parish Clerk and RFO 09/06/2020

Total Receipts of the Council up to 29th May 2020 458,588.58

Total Receipts of the CPEF up to 29th May 2020 1,241,068.59

Total Payments by the Council up to 29th May 2020 122,496.21

Total Payments by the CPEF up to 29th May 2020 961,236.02

**Balance A** 615,924.94

Barclays Bank PLC

Account No

93936082

Statement from Bank dated 1st June 2020 1,036.03

Account No

90496049

Statement from Bank dated 1st June 2020 £ 336,691.84

Account No 23365964 CPEF

Statement from Bank dated 1st June 2020 £ 279,832.57

**Total** 617,560.44

Unpresented cheques at 29th May 2020

Barclays

B1590 267.24

B1591 7.32

B1592 1758

B1593 1,789.20

B1594 741.00

B1595 900.00

B1596 1,090.54

B1597 20.00

**TOTAL** £ 6,573.30

Unrecorded income at 29th May 2020

**TOTAL** 4,937.80

**Balance B** £ 615,924.94

Check A-B -0.00

Petty Cash Total 163.17

**Balance** including Petty Cash Total 616,088.11

Signed

Chairman

Clerk

Date

Independent Councillor Check

Date

Signed

Date 1<sup>st</sup> September 2020  
17-20

**CAMBOURNE TOWN COUNCIL  
BANK RECONCILIATION AT 1st July 2020**

Prepared by John Vickery Parish Clerk and RFO 09/07/2020

Total Receipts of the Council up to 30th June 2020 460,422.13

Total Receipts of the CPEF up to 30th June 2020 1,241,068.59

Total Payments by the Council up to 30th June 2020 189,861.61

Total Payments by the CPEF up to 30th June 2020 961,242.02

**Balance A 550,387.09**

Barclays Bank PLC

Account No 93936082

Statement from Bank dated 1st July 2020 1,000.00

Account No 90496049

Statement from Bank dated 1st July 2020 £ 269,560.52

Account No 23365964 CPEF

Statement from Bank dated 1st July 2020 £ 279,826.57

**Total 550,387.09**

Unpresented cheques at 30th June 2020

Barclays

Unrecorded income at 30th June 2020 **TOTAL** £ -

**TOTAL** 0.00

**Balance B £ 550,387.09**

Check A-B -0.00

Petty Cash Total 163.17

**Balance including Petty Cash Total 550,550.26**

Signed

Chairman

Clerk

Date

Independent Councillor Check

Date

Signed

Date 1<sup>st</sup> September 2020  
18-20

## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Council Meeting 14<sup>th</sup> July 2020**CORRESPONDENCE**

The below schedule is a summary of correspondence circulated by the Town Clerk to Councillors

	<b>FROM</b>	<b>SUBJECT</b>
9.1	South Cambridgeshire District Council	<b>Press release regarding Stopping Green Bin Collection</b>
9.2	Highways England	<b>Planned road Closures for the A14 (weekly updates)</b>
9.3	South Cambridgeshire District Council	<b>Correspondence regarding Mobile Warden Scheme</b>
9.4	CaPALC	<b>Monthly Updates</b>
9.5	Cambridge Constabulary	<b>Weekly Updates</b>
9.6	Cambridgeshire County Council	<b>Correspondence on April to June 2020 Micro Asphalt Works Program</b>
9.7	Cambridge Constabulary	<b>Crackdown on Knife Crime Next Week</b>
9.8	Cambridgeshire County Council	<b>Local Highway Improvement 2021/22 Update</b>
9.9	Cambridge Constabulary	<b>Fraud Alert</b>
9.10	Cambridge Constabulary	<b>News from the Police and Crime Commissioner</b>
9.11	Cambridgeshire County Council	<b>Update for Parish Councils 1</b>
9.12	Cambridge Constabulary	<b>Loan Sharks</b>
9.13	Gov.uk	<b>Covid-19 document 3</b>
9.14	South Cambridgeshire District Council	<b>Information Update and Good Practice Sharing</b>
9.15	CaPALC	<u>Coronavirus — information for parish &amp; town councils</u>
9.16	Cambridge Constabulary	<b>Support For Residents Living With Domestic Abuse</b>
9.17	Cambridge Constabulary	<b>Cannabis Factory Worth More Than 850K Uncovered</b>
9.18	CaPALC	<b>Press release from the CAPALC Chairman, Henry Clark regarding appointment of new CEO</b>
9.19	Cambridge Constabulary	<b>Neighbourhood Watch Our News letters monthly</b>
9.20	Cambridge Constabulary	<b>Advice For People Helping Others During Lock Down</b>
9.21	Anthony Browne MP	<b>Parish Update from Anthony Browne MP</b>
9.22	Cambridgeshire County Council	<b>Notification Cancellation of 2020 April -June Micro Asphalt Program</b>
9.23	Cambridge Constabulary	<b>Men Charged After Cannabis Factory Find</b>
9.24	Cambridge Constabulary	<b>Warning To Drug Dealers After Six Warrants Executed Across South Cambs</b>

Signed

Date 1<sup>st</sup> September 2020  
19-20

9.25	Greater Cambridge Partnership	Cambourne to Cambridge – Outline Business Case June 2020
9.26	South Cambridgeshire District Council	<b>Letter re Planning Scheme of Delegation</b>
9.27	Cambridge Shared Waste Service	Information regarding green bin re-introduction - Greater
9.28	CaPALC	<b>Chairmanship Training</b>
9.29	Cambridge Constabulary	<b>Stay Savvy Online</b>
9.30	South Cambridgeshire District Council	<b>Thank you from the Leader of the District Council as part of the Volunteer Week</b>
9.31	Cambridge Constabulary	<b>Starting This Sunday Neighbourhood Watch Week Celebrates Our Neighbour</b>
9.32	Highways England	<b>A428 Black Cat supplementary consultation launching soon</b>
9.33	Greater Cambridge Partnership	<b>Histon Road - Bus, Cycling and Walking Improvements Project</b>
9.34	Cambridgeshire County Council	<b>Upcoming Roadworks - A1198 Ermine Street and A1198 Caxton Bypass</b>
9.35	CaPALC	<b>New Model Code of Conduct Consultation</b>
9.36	Cambridge Constabulary	<b>Consultation Findings Report on Proposals To Replace Outdated Station</b>
9.37	Care Network	<b>Latest edition of the Care Networker</b>
9.38	Greater Cambridge Partnership	<b>GCP Executive Board June 2020 - Cambourne to Cambridge report withdrawn</b>
9.39	Cambridge Constabulary	<b>Coronavirus-Related Scams - How To Protect Yourself</b>
9.40	Department for Transport	<b>Draft Order: E/4266 - Proposed Stopping Up of Highway At A1198, Ermine Street, Cambourne Cambridgeshire CB23 3PG</b>
9.41	Highways England	<b>A428 Black Cat to Caxton Gibbet improvements scheme supplementary consultation 24 June to 28 July 2020</b>
9.42	Cambridgeshire County Council	<b>Proposed closure - Monkfield Lane, Cambourne 03/08 - 28/08/2020</b>
9.43	Cambridge Constabulary	<b>Cambridgeshire Constabulary to Consult on Proposals For A New Police Hub In Milton</b>
9.44	South Cambridgeshire District Council	<b>Parish Councillors Bulletin.</b>
9.45	Cambridgeshire County Council	<b>Rural Gripfibre Program</b>
9.46	Cambridge Constabulary	<b>Motorists Warned To Be Vigilant Following Break-Ins</b>
9.47	CaPALC	<b>Councillor Training</b>
9.48	South Cambridgeshire District Council	<b>Test and Trace</b>
9.49	Cambridge Constabulary	<b>News from the Acting Police and Crime Commissioner</b>

Signed

Date 1<sup>st</sup> September 2020  
20-20