



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

FINANCE AND POLICY COMMITTEE

A virtual meeting of this Committee was held using Teams, on Tuesday 17th November 2020. Meeting commenced at 19.03

Present:

Cllr J O'Dwyer (Chairman)
Cllr S Krintas
Cllr J Patel

Cllr R Poulton
Cllr G Thompson

In attendance:

John Vickery – Town Clerk
Heather Nigbur-Day – Deputy Town Clerk

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

1. APOLOGIES

No apologies for absence had been received.

2. MINUTES

It was:

RESOLVED that the Minutes of the meeting FIN/M77 held on Tuesday 17th March 2020 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 disclosed a disclosable pecuniary interest in agenda item 7.2.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made no announcements.

5. FINANCIAL STATEMENT

5.1 To receive the schedule of payments attached.

It was:

RESOLVED that the schedule of payments attached be received and the payments be approved.

5.2 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 10.11.20.

It was:

RESOLVED that the report on the Finance Spreadsheet as at 10.11.20 be received.

5.3 Bank Reconciliations: to consider approving the Bank reconciliations as at the 2nd November 2020

It was:

RESOLVED that the bank reconciliation for 2nd November 2020 be received and approved.

6. COVID - 19

Covid-19 and the closure of the buildings and facilities have had a substantial impact on the income over the last 8 months and now with the second lockdown closing the facilities again. Even during the period of reopening the use of the buildings has been restricted as not all the usual activities were permitted or restrictions meant it was not practical for some hirers to restart.

In the 8 months since the 1st March the income is from the buildings and facilities is down £63,643 over the previous year or £73,482 if an average of the last three years is taken.

The Town Clerk has been in correspondence with Peter Maddock Head of Finance, South Cambs District Council (SCDC). SCDC have been reviewing what support can be given.

It was:

RECOMMENDED that the report be received and the projects be built into the budget for 2021-2022

7. BUDGET 2021 – 2022

7.1 To receive correspondence from SCDC with the Parish Precept 2021 – 2022.

It is:

RESOLVED that the correspondence be received and a tax base be noticed.

7.2 To consider projects for inclusion in the budget process for 2021 – 2022.

COUNCIL PROJECTS

At the Full Council meeting held on the 15th September 2020 a number of priorities were considered and agreed these were those previously committed to and new projects the list is not an order of priority.

The Councillors were asked to put forward any items that they consider to be added to the list. The only item raised was the lychgate in the cemetery allowance previously made

The (...) shows the expenditure heading in the budget.

- **Zebra Crossing at Lancaster Gate / Eastgate (2007):** £10,000 County Council Grant and balance by Town Council £24,000 in budget 2019-2020 this is shown spent in that year but works were delayed so will need to be shown in 2020-2021.
- **20mph Speed limit throughout Cambourne (2007):** this shows £74,000 in 2020-2021 and a further £25,000 in 2021-2022.
- **Skate Park (2010):** redevelopment £50,000 in the budget for 2020-2021 two grants have been submitted and results awaited total £46,000 a further £4,958
- **Cambourne Youth Building (2011):** There is £230,892 in the 2020-2021 and we have received a grant of £237,000.00 from Cambridgeshire County Council and is to receive a loan/advance for the s106 from South Cambs District Council of £500,000 giving a total of £967,892 towards the project.
- **Lower Cricket Pavilion:** upgrade, recladding the external walls including insulation £30,000 and replacement windows £20,100 these would be from the Energy Fund.
- **The Hub:** the completion of the 1st floor at The Hub, using S106 money from West Cambourne due prior to the 1st occupation. The s106 fund is £297,000 plus indexation from the first Quarter of 2017
- **The Hub:** Replacement doors and windows and the redecoration of The Hub Community Centre. Windows and doors £49,163 (£15,000 grant applied for and £34,163 from Energy Fund. Hub decorations £4,000
- **Burial Ground (2001):** Lychgate there is £5,000 in the budget for 2020-2021 it would be appropriate to allow an additional £5,000 to complete the project.

It is:

RESOLVED that the report be received and the projects be built into the budget for 2021-2022

8. POLICIES

Review of Policies

Two policies currently needed updating Equal Opportunities and Child Protection which is now Safeguarding policy these were updated to go with the submission for the Skatepark grant. The updated documents were based on templates from SLCC or appropriate body.

The complaints policy is being reviewed as it was drawn up in 2004. This will be taken to a future Council meeting.

The other policies and documents do not need updating at this time.

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. Amended documents will be circulated to Councillors

It was

RESOLVED that the report be received and the new Equal Opportunities and Safeguarding policies be adopted, with a review to be carried out on the Safeguarding police, to ensure it covers our responsibilities. Cllr R Poulton and the Town Clerk will review and present the document at the next Finance and Policy Committee meeting in 2021.

9. CORRESPONDENCE

No correspondence had been received.

10. 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

11. 3G

To receive a report from the Town Clerk.

It was:

RESOLVED to receive the report and take the necessary actions.

12. STAFFING

To receive a report from the Town Clerk.

It was:

RESOLVED to receive the report and the approve actions of the Town Clerk and the Chairs Group.

13. 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.

14. DATE OF NEXT MEETING – 16th March 2021

The meeting closed at 19:25

SCHEDULE OF PAYMENTS

Paid Accounts

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
02-Nov-20		90.00		90.00	SCDC	Rates - Cemetery	906	M
02-Nov-20		104.00		104.00	SCDC	Rates - LC Cricket Pavillion & Pitch	1811	M
02-Nov-20		167.00		167.00	SCDC	Rates - GC Cricket Pavillion & Pitch	1811	M
02-Nov-20		258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
02-Nov-20		464.00		464.00	SCDC	Rates - MUGA	1206	M
02-Nov-20		574.00		574.00	SCDC	Rates - Sports Pavillion	1811	M
02-Nov-20		599.00		599.00	SCDC	Rates - Trailer Park	1711	M
02-Nov-20		649.00		649.00	SCDC	Rates - The Hub	1415	M
02-Nov-20		892.00		892.00	Pennon Water	Water - Blue School	1414	M
03-Nov-20	B1699	150.00	30.00	180.00	Adept IT Services	Webcam not working on laptop	404	
03-Nov-20		165.90	33.18	199.08	Adept IT Services	Office 365 Licenses	404	
03-Nov-20		273.00		273.00	Aggrovista	Greens grass seed and Wicket & Tees seed	1107	
03-Nov-20		74.00	14.80	88.80	Briar Security	Access tokens x 10	1419	
03-Nov-20		155.00	31.00	186.00	Cambridge Security	Unlock Blue School	1419	M
03-Nov-20		110.00	22.00	132.00	Cambs Lock & safe Ltd	Blue School gate lock repair	1413	
03-Nov-20		135.10	27.01	162.11	CBS	Stationary	405	
03-Nov-20		225.30	45.06	270.36	CCL Supplies	Centrefeed Roll, Compactor bags	1417	
03-Nov-20		34.95	6.99	41.94	CCL Supplies	Alcohol gel	1417	
03-Nov-20		34.95	6.99	41.94	CCL Supplies	Alcohol hand gel	1417	
03-Nov-20		144.00		144.00	Coastline	Web Hosting	404	A
03-Nov-20		1,465.00	293.00	1,758.00	Complete Cleaning	Blue school and Hub cleaning	1417	M
03-Nov-20		33.95		33.95	Nalli S M	Replacement washing line	1107	
03-Nov-20		385.00	77.00	462.00	Scamblers	Supply & fit 2 new tyres and seatbelt to Tractor	1107	
03-Nov-20		88.56	17.71	106.27	Scamblers	Support bearing	1107	
03-Nov-20		92.64	18.49	111.13	Scewfix	Drill bits, plasterboard, key cabinet	1107	
03-Nov-20		117.75	9.15	126.90	Scewfix	Wood, plasterboard	1107	
03-Nov-20		33.03	1.65	34.68	Scottish Power	Feeder Piller Brace Dein	1102	
03-Nov-20		21.60	4.32	25.92	Tudor Environmental	Container pots, rain fall measure, plastic labels	1107	

CAMBOURNE TOWN COUNCIL
BANK RECONCILIATION AT 2nd November 2020

Prepared by John Vickery Parish Clerk and RFO 01/10/2020

Total Receipts of the Council up to 30th October 2020	985,133.01
Total Receipts of the CPEF up to 30th October 2020	1,255,129.68
Total Payments by the Council up to 30th October 2020	443,542.95
Total Payments by the CPEF up to 30th October 2020	961,267.07
Balance	A
	835,452.67

Barclays Bank PLC	
Account No ****6082	
Statement from Bank dated 2nd November 2020	1,000.00
Account No ****6049	
Statement from Bank dated 2nd November 2020	£ 540,460.36
Account No ****5964 CPEF	
Statement from Bank dated 2nd November 2020	£ 293,862.61
Total	835,322.97

Unpresented cheques at 30th October 2020
Barclays

	TOTAL	£	-
Unrecorded income at 30th October 2020			
	TOTAL		129.70
Balance	B	£	835,452.67
Check A-B			0.00
Petty Cash	Total		159.27
Balance including Petty Cash	Total		835,611.94

Signed
Chairman Clerk Date

Independent Councillor Check Date

Signed

Date 16th March 2021
6-8

Review of Policies

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

Mission Statement
Standing Orders Addendum A Code of conduct for Members Addendum B Public Speaking at Town 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
Policies <ul style="list-style-type: none"> • Health and Safety • Data Protection • Disabled Access • Social Media • Child Protection Safeguarding • Equal Opportunities • Grant Aid

- Public Access and Amenity Statement
- Pitch Letting Policy (Remote Control Aircraft)
- Tennis Court Hire Policy

Volunteer Risk Assessments

- Litter Picking & Guidance Notes
- Graffiti Removal
- Banksman

Risk Assessment (This is continually updated to reflect any changes).

Asset Register (This is continually updated to reflect acquisitions and disposals)