



CAMBOURNE TOWN COUNCIL  
District of South Cambridgeshire

**FINANCE AND POLICY COMMITTEE**

A virtual meeting of this Committee was held using Teams, on Tuesday 15<sup>th</sup> December 2020. Meeting commenced at 19.00

Present:

Cllr J O'Dwyer (Chairman)  
Cllr P Gavigan  
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/M78 held on Tuesday 17<sup>th</sup> November 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.

No declarations or requests were made.

**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 09.12.20.

It was:

**RESOLVED** that the report on the Finance Spreadsheet as at 09.12.20 be received.

### **5.3 Bank Reconciliations**

To consider approving the Bank reconciliations as at the 1<sup>st</sup> December 2020

It was:

**RESOLVED** that the bank reconciliation for 1<sup>st</sup> December 2020 be received and approved.

## **6. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

To receive a report from PKF Littlejohn LLP on the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2020. The External Auditors have inspected the return and supporting documents which Cambourne Town Council submitted. PKF Littlejohn LLP have except as follows:

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in prior year comparatives when completing next year's AGAR.

- An unpaid direct debit of £5975 as of year -end has been incorrectly included as a reconciling item in the bank reconciliation. The figures in section 2, Box 8 should read £472,650.

This is the National Insurance payments for March 2020 (which went out in April 2020). This has been shown in the same way since March 2009 and has been accepted in the questions raised by the Auditors on previous AGAR, with no issues raised. It appears there has been a change and this will be taken into account when preparing next year's AGAR.

There are no issues, so there are no actions required to be taken. The Notice of Conclusion of Audit has been published on the Council's website and on the Council's notice boards.

It was:

**RESOLVED** that the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2020 External Auditor Report and Certificate Section 3 be received and the required actions be taken when filing in next year's account.

## **7. BUDGET 2021 – 2022**

The Town Clerk gave a short verbal report. The Town Clerk is currently awaiting information back from South Cambs District Council on the grant that was submitted. Once this grant has been received, a clearer understanding of income for the last quarter of the year can be finalised and

figures worked out for next year. This will be prepared ready for the Town Council meeting in January 2021.

**It is:**

**RESOLVED** that the report be received

**8. POLICIES**

At the Finance and Policy Committee Meeting on the 17<sup>th</sup> November 2020 it was agreed to look at the Complaints Policy as it was drawn up in 2004. A new Complaints Policy has been drawn up using a template from the SLCC.

The Chairman advised Councillors to read through the policy and to make any comments or suggestions by 4<sup>th</sup> January 2021, to the Town Clerk.

It was

**RESOLVED** that the report be received, and that any comments or suggestions on the policy, should be received by 4<sup>th</sup> January 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. 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.

**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 – 16<sup>th</sup> March 2021**

The meeting closed at 19:22

**SCHEDULE OF PAYMENTS**

**Paid Accounts**

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
04-Nov-20	DD	32.75	1.64	34.39	Eon	Electric - Caravan Park	1705	M
04-Nov-20	DD	89.99		89.99	BarclayCard	Commission	203	M
06-Nov-20	DD	72.80	14.56	87.36	SGW Payroll	Payroll processing	207	M
06-Nov-20	DD	465.91	93.18	559.09	Ricoh	Printer	407	M
10-Nov-20	DD	39.80	3.96	43.76	Barclays	Bank Charges A/C 93936082	203	M
13-Nov-20	DD	507.81	101.54	609.35	Fuel Genie	Petrol & Diesel	1109	M
16-Nov-20	DD	166.94	8.35	175.29	Opus Energy	Electric - New Cricket Pavilion	1806	M
16-Nov-20	DD	6.09	1.22	7.31	Barlcaycard	Desk top Pencil Sharpener	405	
16-Nov-20	DD	35.00		35.00	Barlcaycard	Staff Eye Test	405	
16-Nov-20	DD	9.99		9.99	Barlcaycard	Eye drops	405	
16-Nov-20	DD	171.50	34.30	205.80	Barlcaycard	Aluminium tree tags, loggers tape, height meter	1101	
16-Nov-20	DD	95.00	19.00	114.00	Barlcaycard	Tap to be fitted in Youth Building by HPR	1413	
16-Nov-20	DD	315.00		315.00	Barlcaycard	Remaining balance for new master keys	1419	
16-Nov-20	DD	45.00		45.00	Barlcaycard	Deposit for master keys to be cut	1419	
20-Nov-20	B1713	636.41	127.28	763.69	Amey	Skip - Waste removal from storage yard	1101	
20-Nov-20	B1713	255.00	51.00	306.00	Amey	Skip - Crowhill Allotments	1004	
20-Nov-20	B1713	171.00	34.20	205.20	Amey	Skip processing Brace Dein Allotment	1004	
20-Nov-20	B1714	425.00	85.00	510.00	Briar Security	Upgrade to CCTV recorder NCP	1812	
20-Nov-20	B1714	1,150.00	230.00	1,380.00	Briar Security	Upgrade to CCTv recorder The Hub	1419	
20-Nov-20	B1714	80.00	16.00	96.00	Briar Security	Blue School - alarm beeping	1419	
20-Nov-20	B1715	75.95	15.19	91.14	Earth Anchors Ltd	10 x fastlock Keys	1107	
20-Nov-20	B1716	81.17	16.23	97.40	Huws Gray Ridgeons	Staple gun, Staples	1101	
20-Nov-20	B1717	13.18		13.18	Mr Richard Brown	Reimbursed for purchasing Camb TFC website	1412	
20-Nov-20	B1718	915.00	183.00	1,098.00	Real Christmas Trees	50 x warm white lights (R)	1110	

20-Nov-20	B1719	55.78	11.15	66.93	Screwfix	Toilet seat, Dremel grinding stones, screws, padlocks	1413	
20-Nov-20	B1719	84.96	9.99	94.95	Screwfix	Safety boots and gloves	106	
20-Nov-20	B1719	49.33	9.86	59.19	Screwfix	Cable ties, diamond sharpening card	1101	
20-Nov-20	B1720	1,193.33	238.67	1,432.00	St Ives Town Council	Christmas Trees	1110	
20-Nov-20	B1721		450.00	450.00	Technical Surfaces Ltd	Missed VAT from renewal of Annual maintenance charge	1201	
20-Nov-20	B1721	444.00		444.00	Technical Surfaces Ltd	Final payment of last contract for Annual Inspection	1201	6wk
20-Nov-20	B1722	94.55	18.91	113.46	Tudor Environmental	Perlite and compost	1101	
20-Nov-20	B1722	15.60	3.12	18.72	Tudor Environmental	Containers x 10	1101	
20-Nov-20	DD	5,877.34		5,877.34	PAYE		102	M
23-Nov-20	DD	76.57	15.31	91.88	Shift F7 Ltd (BrightVision)	Office 360	404	M
23-Nov-20	DD	270.00	54.00	324.00	EE	Mobile Phones	403	M
24-Nov-20	DD	356.87	71.37	428.24	Southern Electric	Electricity - Leisure Centre	1407	M
26-Nov-20	DD	18,631.64	0.00	18,631.64	Payroll		101	M
26-Nov-20	DD	6,702.65	0.00	6,702.65	Pension		103	M
30-Dec-20		16,952.86		16,952.86	Public Works Loan		2004	½
30-Nov-20		697.71	139.54	837.25	Southern Electric	Electric - The Hub	1407	M
30-Nov-20		1,111.67	222.33	1,334.00	Scottish Power	Electricity - MUGA	1202	M

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

Prepared by John Vickery Parish Clerk and RFO 10/12/2020

Total Receipts of the Council up to 30th November 2020 991,992.12

Total Receipts of the CPEF up to 30th November 2020

Total Payments by the Council up to 30th November 2020 1,262,421.33  
512,521.08

Total Payments by the CPEF up to 30th November 2020 961,273.72

**Balance A 780,618.65**

Barclays Bank PLC

Account No 93936082

Statement from Bank dated 1st December 2020 1,000.00

Account No 90496049

Statement from Bank dated 1st December 2020 £ 478,261.34

Account No 23365964 CPEF

Statement from Bank dated 1st December 2020 £ 301,147.61

**Total 780,408.95**

Unpresented cheques at 30th November 2020  
Barclays

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

**TOTAL** 209.70

**Balance B £ 780,618.65**

Check A-B 0.00

Petty Cash Total 159.27

**Balance including Petty Cash Total 780,777.92**

Signed

Chairman

Clerk

Date

Independent Councillor Check

Date