



## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

### **FINANCE AND POLICY COMMITTEE**

A meeting of this Committee was held, on Tuesday 19<sup>th</sup> October 2021. Meeting commenced at 19:21

Present:

Cllr J O'Dwyer (Chairman)  
Cllr S Drew

Cllr P Gavigan  
Cllr R Poulton

In attendance:

John Vickery – Town Clerk  
Ellie Lydon – Committee Clerk

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

#### **1. APOLOGIES**

Apologies for absence were received from Cllr S Krintas, Cllr G Thompson, Cllr E Spanner and Cllr J Patel. Acceptable reasons for absence were given.

It was:

**RESOLVED** to accept the apologies from Cllr S Krintas, Cllr G Thompson, Cllr E Spanner and Cllr J Patel.

#### **2. MINUTES**

To approve as a correct record the minutes of the Meeting FIN/M80 held on 20<sup>th</sup> July 2021.

It was:

**RESOLVED** that the Minutes of the meeting FIN/M80 held on Tuesday 20<sup>th</sup> July 2021 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.

Signed

Dated: 21<sup>st</sup> December 2021  
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**5. FINANCIAL STATEMENT**

**5.1** To receive the schedule of payments attached.

The last four payments on page 2 to be taken off and amended on the minutes.

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 14<sup>th</sup> October 2021.

It was:

**RESOLVED** that the report on the Finance Spreadsheet as at 14<sup>th</sup> October 2021.

**5.3 BANK RECONCILIATIONS**

To consider approving the Bank reconciliations as at 1<sup>st</sup> October 2021.

It was:

**RESOLVED** that the bank reconciliation for 1<sup>st</sup> October 2021 be received and approved.

**6. BUDGET 2021-2022**

To consider projects for inclusion in the budget process for 2022-2023. Clerks report attached.

A question was raised regarding item 2 (20mph speed limit) and funding required.

The Town Clerk explained that the ordinary font is what was included in the 2021-22 budget and will need carrying forward, the bold at the end is the current situation.

It was requested that the Council reviews its balances to take into account a further lockdown. The grants previously received might not be available. The Town Clerk will be looking at 3 months reserves to see if this will be sufficient for this eventuality?

Update on 106

The Town Clerk outlined some of the funding that is potentially coming forward in 2022-23. Some of these are on implementation of the first dwelling or prior to the 1<sup>st</sup> Occupation.

- Contribution towards Social Care and Community Development. This goes to Cambridge County Council – the first payment of £222,310.00 is due at implementation of work on the first dwelling and a second payment on 12 months after the first payment. A

proportion of this is to come to the Town Council for youth and community provision.

- Public Art funding - £10,000.00 per annum after 1<sup>st</sup> first dwelling occupation (for the development of art in the community).with 14 further annual payments.
- Community chest- £10,000.00 per annum after 1<sup>st</sup> Anniversary of first dwelling occupation (for events to develop the new community).with 14 further annual payments.
- Archaeological display- £20,000.00 paid prior to the 100<sup>th</sup> Dwelling.
- £16,500.00 for dog waste and litter bins after 1<sup>st</sup> Anniversary implementation date.
- Welcome pack - £3,000.00 paid prior to implementation off the first dwelling.
- Monitoring of 106 - £15,500 (either per Council or Split awaiting clarification) prior to implementation.

Play areas/wooden structures.

Timber structures not lasting, more things that are composite rather than wood. Work that is being carried out by grounds team. Go through I&A committee. Look at something that is resilient and sustainable.

South Cambs precept band d- up by 100 homes

It was:

**RESOLVED** that the report be received

## 7. **POLICIES**

To receive a report from the Town Clerk.

Once the Model Code of Conduct for Parish and Town Councils has been received it will be adopted.

It was

**RESOLVED** that the report be received.

## 8. **CORRESPONDENCE**

Town Clerk to report on any correspondence needing to be brought to the Council's attention.

Zero Carbon Communities Grant (2021-22) funding application for upgrading existing doors and windows at The Hub had been declined.

It was

**RESOLVED** that the correspondence be 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.

10. **STAFFING**

To receive a verbal update from the Town Clerk.

It was:

**RESOLVED** to receive the report and the necessary actions be taken.

11. **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.

12. **DATE OF NEXT MEETING – 21<sup>st</sup> December 2021**

The meeting closed at 19:45

**SCHEDULE OF PAYMENTS****Paid Accounts**

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
28-Sep-21	DD	1,067.20	266.80	1,334.00	Scottish Power	Electricity - MUGA	1202	M
01-Oct-21	DD	90.00	0.00	90.00	SCDC	Rates - Cemetery	906	M
01-Oct-21	DD	104.00	0.00	104.00	SCDC	Rates - Lower Cricket Pavillion	1811	M
01-Oct-21	DD	142.20	0.00	142.20	Grounds management	Membership fee	207	A
01-Oct-21	DD	167.00	0.00	167.00	SCDC	Rates - New Cricket Pavillion	1811	M
01-Oct-21	DD	464.00	0.00	464.00	SCDC	Rates - Muga	1206	M
01-Oct-21	DD	574.00	0.00	574.00	SCDC	Rates - Sports Pavillion	1811	M
01-Oct-21	DD	599.00	0.00	599.00	SCDC	Rates - Trailer Park	1711	M
01-Oct-21	DD	649.00	0.00	649.00	SCDC	Rates - The Hub	1415	M
01-Oct-21	DD	892.00	0.00	892.00	Pennon Water	Water - Blue School	1414	M
01-Oct-21	DD	1261.67	0.00	1261.67	SCDC	Bin waste collection	1422	M
04-Oct-21	DD	4.40	0.00	4.40	Barclaycard STLO	Refund booking - The Hub	1423	
04-Oct-21	DD	53.50	0.00	53.50	BarclayCard	Commission	203	M
11-Oct-21	DD	36.84		36.84	Barclays	Bank Charges A/C 93936082	203	M
12-Oct-21	B1979	310.00	62.00	372.00	AH Electrical	Electrical inspection - Village green sockets	1107	
12-Oct-21	B1980	295.00	59.00	354.00	Briar	New Cricket - Replaced HDD of NVR, updated software	1808	
12-Oct-21	B1980	18.50	3.70	22.20	Briar	New Cricket - Replace battery	1808	
12-Oct-21	B1980	30.00	6.00	36.00	Briar	Blue Space - Replace battery	1410	
12-Oct-21	B1980	348.70	69.74	418.44	Briar	The Hub - Supply, fit 2 x locks and supply 10 keys	1413	
12-Oct-21	B1981	386.30	77.26	463.56	C&J Supplies	4 x chains, 2 x padlocks, 2 x keys	1208	
12-Oct-21	B1982	142.00	28.40	170.40	CBS	Ergonomics stool	408	
12-Oct-21	B1983	46.85	9.37	56.22	CCL Supplies	Toilet rolls, hand towels	1411	
12-Oct-21	B1983	34.17	6.83	41.00	CCL Supplies	Blue roll	1411	
12-Oct-21	B1984	1,600.00	320.00	1,920.00	Complete Cleaning	Hub and Blue school cleaning	1417	M
12-Oct-21	B1984	1,330.00	266.00	1,596.00	Complete Cleaning	Sports facilities cleaning	1820	M
12-Oct-21	B1985	856.89	171.38	1,028.27	Coulson	Faulty air conditioning unit	1410	
12-Oct-21	B1986	2,943.00	588.60	3,531.60	Espo	Goals x 2	1208	
12-Oct-21	B1987	25.00	0.00	25.00	Hilarys Wholesale Ltd	25 x Coconuts - Fete	414	

Signed

Dated: 21<sup>st</sup> December 2021

12-Oct-21	B1988	194,143.08	38,828.61	232,971.69	Lindum	4th payment - Youth building	2011	
12-Oct-21	B1989	510.00	102.00	612.00	Liquorice	Artwork & design summer tournament - Football	1209	
12-Oct-21	B1990	525.00	105.00	630.00	Michael Murray Signs Limited	Signboard Cambourne FC	1209	
12-Oct-21	B1991	60.00		60.00	MMC Pest Control	Wasp control	1107	
12-Oct-21	B1992	271.00	54.20	325.20	NC Plumbing and Heating	Service gas boiler - Sports Pavilion	1410	
12-Oct-21	B1993	1,600.00	320.00	1,920.00	PKF	Audit	201	A
12-Oct-21	B1994	95.00	19.00	114.00	Scamblers	Battery	1109	
12-Oct-21	B1994	21.50	4.30	25.80	Scamblers	Distilled water	1109	
12-Oct-21	B1995	69.55	5.91	75.46	Screwfix	Hydroflo inlet valve, cloth tape, marking tape	1107	
12-Oct-21	B1995	76.57	7.32	83.89	Screwfix	Flexi connector, staples	1107	
12-Oct-21	B1996	83.33	16.67	100.00	Suzy Robinson	The Hub - Deposit refund	1423	
12-Oct-21	B1979	310.00	62.00	372.00	AH Electrical	Electrical inspection - Village green sockets	1107	

**CAMBOURNE TOWN COUNCIL  
BANK RECONCILIATION AT 1st October 2021**

Prepared by John Vickery Parish Clerk and RFO 09/03/2020

Total Receipts of the Council up to 30th September 2021	1,560,993.40
Total Receipts of the CPEF up to 30th September 2021	1,264,692.39
Total Payments by the Council up to 30th September 2021	687,600.25
Total Payments by the CPEF up to 30th September 2021	961,335.68
<b>Balance</b>	<b>1,176,749.86</b>

Barclays Bank PLC	
Account No 93936082	
Statement from Bank dated 1st October 2021 2021	1,000.00
Account No 90496049	
Statement from Bank dated 1st October 2021	£ 871,689.75
Account No 23365964 CPEF	
Statement from Bank dated 1st October 2021	£ 303,356.71
<b>Total</b>	<b>1,176,046.46</b>

Unpresented cheques at 30th September 2021  
Barclays

	<b>TOTAL</b>	£ -
Unrecorded income at 30th September 2021	<b>TOTAL</b>	703.40
<b>Balance</b>	<b>B</b>	<b>£ 1,176,749.86</b>
Check A-B		<b>-0.00</b>
Petty Cash	Total	<b>142.48</b>
<b>Balance</b> including Petty Cash	Total	<b>1,176,892.34</b>

Signed  
Chairman Clerk Date

Independent Councillor Check Date

Signed

Dated: 21<sup>st</sup> December 2021  
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## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Finance and Policy Committee Meeting 19<sup>th</sup> October 2021**COUNCIL PROJECTS 2021-22**

Below is the list from the current years estimates and an update on progress.  
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.  
**This work has been Carried out and the County Council has invoiced for the works.**
- **20mph Speed limit throughout Cambourne (2007):** this shows £74,000 in 2020-2021 and a further £25,000 in 2021-2022.  
**The County Council is progressing work on this. If not invoiced this will have to be carried over into 2022/2023**
- **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.  
**This work is currently being carried out and is due to be completed by the end of November 2021**
- **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.  
**Work has commenced on site and is scheduled to be completed by the end of February 2022.**
- **Lower Cricket Pavilion:** upgrade, recladding the external walls including insulation £30,000 and replacement windows £20,100 these would be from the Energy Fund.  
**Work has not started on this due to other projects taking precedence this will need to be carried over to 2022/2023**
- **The Hub:** the completion of the 1<sup>st</sup> floor at The Hub, using S106 money from West Cambourne due prior to the 1<sup>st</sup> occupation. The s106 fund is £297,000 plus indexation from the first Quarter of 2017.  
**The monies for this are being invoiced for and once received and the drawings agreed by the Council tender documents will be produced.**
- **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.  
**This work is to be carried out in conjunction with item 6 above.**



- **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.  
**Work has not started on this due to other projects taking precedence this will need to be carried over to 2022/2023**

### ***COUNCIL PROJECTS 2022-23***

There is significant work carried over from the current year so it is suggested that we concentrate on the delivery of the works required to repair/update the play areas. Below is the list from the Leisure and Amenities Committee meeting held on the

Areas being looked at are:

- Great Cambourne Green replacement of the wet pour with grass and safety matting (similar to Upper Cambourne play area).
- Great Cambourne Green replacement of the tower assembly as it is at the end of its practical life.
- Upper Cambourne replacement of the pump which is beyond economical repair.
- Eco Park trim trail a number of exercise points have been removed due to rotten timbers.
- Eco Park Teenage Hangout play equipment which has failed due to wear and tear.
- Eco Park the single point swing has been removed as there is excessive movement due to timbers deteriorating.

The Town Clerk and Head Groundsman are looking at the costs involved in these works so they can be built into the budget

The town Clerk is also reviewing the s106 for West Cambourne for any budgetary impacts to be built in.

**It is:**  
**RECOMMENDED** That the report be received and the projects be built into the budget for 2022-2023