



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

FINANCE AND POLICY COMMITTEE

A meeting of this Committee was held, on Tuesday 19th July 2022. Meeting commenced at 19:15

Present:

Cllr R Poulton (Acting Chairman)

Cllr J Patel

Cllr P Gavigan

Cllr G Thompson

Cllr J Panrucker

In attendance: John Vickery – Town Clerk

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

1. APOLOGIES

Apologies for absence were received from Cllr R Jayaraman, Cllr J O'Dwyer, Cllr A Ramachandran. Acceptable reasons for absence were given.

It was:

RESOLVED to accept the apologies from Cllr R Jayaraman, Cllr J O'Dwyer, Cllr A Ramachandran.

2. MINUTES

To approve as a correct record the minutes of the Meeting [FIN/M82](#) held on 22nd March 2022.

It was:

RESOLVED that the Minutes of the meeting FIN/M82 held on Tuesday 22nd March 2022 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:

Signed

Dated: 16th October 2022

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 14th July 2022.

It was:

RESOLVED that the report on the Finance Spreadsheet as at 14th July 2022 be received.

5.3 BANK RECONCILIATIONS

To consider approving the Bank reconciliations as at 1st June 2022 and 1st July 2022.

It was:

RESOLVED that the bank reconciliation for 1st June 2022 and 1st July 2022. be received and approved.

6. INCLUSIVE DEVELOPMENT

To receive a report from the Town Clerk. There was a general discussion on the benefits of the work being carried out by Inclusive Development's

It was:

RESOLVED that the report be received and Inclusive Development be appointment be renewed for the next academic year, subject to the Reporting Procedure section item (C) to include presenting the report to Town Council meetings and the Annual Town Meeting.

7. CAMBOURNE TENNIS CLUB

To receive a report from the Town Clerk. A suitable lease would need to be drawn up.

It was

RESOLVED that the report be received and agree to the construction of the Club House..

8. CORRESPONDENCE

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

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.

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. CONFIDENTIAL MATTERS

To receive a report from the Town Clerk.

It was:

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

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 – 16th October 2022

The meeting closed at 19:49

SCHEDULE OF PAYMENTS

Paid Accounts

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
01-Jun-22	DD	90.00		90.00	SCDC	Rates - Cemetery	906	M
01-Jun-22	DD	104.00		104.00	SCDC	Rates - Lower Cricket Pavilion	1811	M
01-Jun-22	DD	167.00		167.00	SCDC	Rates - New Cricket Pavilion	1811	M
01-Jun-22	DD	464.00		464.00	SCDC	Rates - Muga	1206	M
01-Jun-22	DD	574.00		574.00	SCDC	Rates - Sports Pavilion	1811	M
01-Jun-22	DD	599.00		599.00	SCDC	Rates - Trailer Park	1711	M
01-Jun-22	DD	649.00		649.00	SCDC	Rates - The Hub	1415	M
01-Jun-22	DD	159.00		159.00	TV Licensing	Hub TV Licence	1420	A
01-Jun-22	DD	318.13		318.13	Shire Leasing	Phone equipment	403	Q
01-Jun-22	DD	844.05		844.05	SCDC	Refuse collection	1422	M
08-Jun-22	DD	55.00	0.00	55.00	Barclays	Bank Charges A/C 93936082	203	M
09-Jun-22	DD	74.40	14.88	89.28	SGW Payroll	Payroll processing	207	M
10-Jun-22	DD	41.62		41.62	Barclaycard	Commission	203	
10-Jun-22	DD	171.50	34.30	205.80	BT	Mobile Phones	403	M
14-Jun-22	DD	777.52	155.49	933.01	Fuel Genie	Petrol & Diesel	1109	M
15-Jun-22	DD	400.00	80.00	480.00	Barclaycard	PPL PRS - the music licence	1420	A
15-Jun-22	DD	292.50	0.00	292.50	Barclaycard	DVLA - vehicle tax van	1109	A
15-Jun-22	DD	584.85	106.00	690.85	Barclaycard	Cambourne Vehicle Services - MOT and repairs/works	1109	A
15-Jun-22	DD	14.90		14.90	Barclaycard	Morrisons - Jubilee décor	1412	
15-Jun-22	DD	12.00		12.00	Barclaycard	Morrisons - Jubilee décor	1412	
15-Jun-22	DD	4.57		4.57	Barclaycard	Home Bargains - cleaning supplies	1411	
15-Jun-22	DD	104.90	20.98	125.88	Barclaycard	Helping Hand - litter picking equipment	1107	
15-Jun-22	DD	329.57	65.92	395.49	Barclaycard	Waterhaul - litter picking equipment	1107	
15-Jun-22	DD	273.48	54.72	328.20	Barclaycard	Baker Ross - Jubilee craft equipment	1412	
15-Jun-22	DD	60.13	12.03	72.16	Barclaycard	My Accessories - key rings	405	
15-Jun-22	DD	263.92	51.67	315.59	Barclaycard	EON - youth building electricity	1502	M
15-Jun-22	DD	125.00	24.99	149.99	Barclaycard	Amazon - giant garden games	1412	
15-Jun-22	DD	149.90	29.98	179.88	Barclaycard	Flags and flagpoles - Jubilee bunting	1412	
15-Jun-22	DD	58.30	11.66	69.96	Barclaycard	Amazon - giant garden games	1412	
15-Jun-22	DD	555.16		555.16	Barclaycard	JD pipes - pipe	1208	
17-Jun-22	B2172	80.00	16.00	96.00	Briar Security	Soul building smoke detector	1208	

Signed

Dated: 16th October 2022

17-Jun-22	B2173	15,000.00	0.00	15,000.00	Cambourne Youth Partnership	1st stage payment for youth provision	302	½
17-Jun-22	B2174	100.00	0.00	100.00	Carla Gray (Rendition Acoustic)	Jubilee performance	1412	
17-Jun-22	B2175	55.42	11.08	66.50	CBS Office Solutions	Stationery	405	
17-Jun-22	B2176	111.40	22.28	133.68	CCL Supplies	Cleaning supplies	1411	
17-Jun-22	B2177	3.95	0.79	4.74	Cooleraid	Water coolers	1421	
17-Jun-22	B2178	184.57	36.91	221.48	Fuller Water Systems	Service leak in pump and tank	1208	
17-Jun-22	B2179	128.41	25.68	154.09	Huws Gray	Fence post and screws	1107	
17-Jun-22	B2180	3.12	0.62	3.74	Ibbetts	Wire rope	1107	
17-Jun-22	B2181	187.00	37.40	224.40	Michael Murray Signs	No dog signs	1206	
17-Jun-22	B2182	500.00	0.00	500.00	Spark Web Solutions	Cambfest Website (r)	1412	
17-Jun-22	B2183	86.50	17.30	103.80	Tudor Environmental	Materials	1208	
20-Jun-22	DD	81.21	4.06	85.27	Crown Gas & Power	Gas - The Blue School	1416	M
20-Jun-22	DD	141.96	7.10	149.06	Crown Gas & Power	Gas - The Hub	1416	M
20-Jun-22	DD	156.27	31.25	187.52	BT	Rental Charges	403	M
22-Jun-22	DD	7,513.77	0.00	7,513.77	PAYE		102	M
23-Jun-22	DD	75.20	15.04	90.24	Shift F7 Ltd (BrightVision)	Office 360	404	M
24-Jun-22	DD	50.54	2.52	53.06	Southern Electric	Electricity - feeder pillar green	1102	½
24-Jun-22	DD	22,223.62	0.00	22,223.62	Payroll		101	M
24-Jun-22	DD	8,411.84	0.00	8,411.84	Pension		103	M
27-Jun-22	DD	166.25	8.31	174.56	Southern Electric	Electricity - sports pavilion	1806	M
28-Jun-22	DD	755.83	151.17	907.00	Scottish Power	Electricity - MUGA	1202	M
29-Jun-22	B2184	147.02	29.41	176.43	Ben Burgess	Repair parts for mower	1104	
29-Jun-22	B2185	170.00	34.00	204.00	Briar Security	Sports pavilion CCTV annual maintenance contract	1808	A
29-Jun-22	B2186	4,085.64	817.13	4,902.77	British Sugar	Topsoil for pitches	1205	
29-Jun-22	B2187	120.00	24.00	144.00	Cambridge Security Services	Unlock Hub and Blue School - May	1419	
29-Jun-22	B2188	620.00	124.00	744.00	CamFire	Blue school fire extinguishers	1409	
29-Jun-22	B2188	50.00	10.00	60.00	CamFire	Hub fire extinguishers	1409	M
29-Jun-22	B2189	240.00	0.00	240.00	Marcus Gibbins	Pest control	1809	
29-Jun-22	B2190	437.00	0.00	437.00	R S Glazing	Sports pavilion windows and door handles	1809	
29-Jun-22	B2190	260.00	0.00	260.00	R S Glazing	Sports pavilion door glass replacement - top	1809	
29-Jun-22	B2190	184.00	0.00	184.00	R S Glazing	Sports pavilion door glass replacement - bottom	1809	
29-Jun-22	B2191	200.00	0.00	200.00	Ruth Betson	Internal audit	202	A
29-Jun-22	B2192	149.75	29.95	179.70	Zephyr	Cambfest banners [R]	1412	

Signed

Dated: 16th October 2022

29-Jun-22	B2192	119.80	23.96	143.76	Zephyr	Fete banners	414	
29-Jun-22	B2193	296.51	59.30	355.81	Amey	Skip	1107	
30-Jun-22	DD	233.56		233.56	Everflow	Water - sports buildings	1810	M
30-Jun-22	DD	26.43		26.43	Everflow	Water - Public open spaces	1108	M
30-Jun-22	DD	2,098.42		2,098.42	Everflow	Water - Community buildings	1414	M
01-Jul-22	DD	90.00		90.00	SCDC	Rates - Cemetery	906	M
01-Jul-22	DD	104.00		104.00	SCDC	Rates - Lower Cricket Pavilion	1811	M
01-Jul-22	DD	167.00		167.00	SCDC	Rates - New Cricket Pavilion	1811	M
01-Jul-22	DD	464.00		464.00	SCDC	Rates - Muga	1206	M
01-Jul-22	DD	574.00		574.00	SCDC	Rates - Sports Pavilion	1811	M
01-Jul-22	DD	599.00		599.00	SCDC	Rates - Trailer Park	1711	M
01-Jul-22	DD	649.00		649.00	SCDC	Rates - The Hub	1415	M
01-Jul-22	DD	844.05		844.05	SCDC	Refuse collection	1422	M
01-Jul-22	DD	143.02	7.15	150.17	Southern Electric	Electricity - LC Cricket pavilion	1806	M
01-Jul-22	DD	416.88	83.37	500.25	Southern Electric	Electricity - The Hub	1407	M
04-Jul-22	DD	23.17	0.00	23.17	Barclays	Bank Charges A/C 93936082	203	M
07-Jul-22	DD	237.32	47.46	284.78	Southern Electric	Electricity - GC Cricket pavilion	1806	M
11-Jul-22	B2194	18.50	3.70	22.20	Briar Security	LC pavilion battery	1808	
11-Jul-22	B2194	80.00	16.00	96.00	Briar Security	Sports pavilion call out	1809	
11-Jul-22	B2195	207.45	41.49	248.94	C&J Supplies	Padlock and keys	1010	
11-Jul-22	B2196	18.85	3.77	22.62	CCL Supplies	Window cleaning equipment	1411	
11-Jul-22	B2196	3.65	0.73	4.38	CCL Supplies	Cleaning supplies	1411	
11-Jul-22	B2197	9,425.00	1,885.00	11,310.00	ESPO	Goals (RECHARGE FOOTBALL CLUB)	1203	
11-Jul-22	B2198	201.50	24.18	225.68	Export & General Insurance	Repair café insurance	205	A
11-Jul-22	B2199	1,732.54	346.51	2,079.05	GoPak	Tables and trolley youth building	2011	
11-Jul-22	B2200	750.00	150.00	900.00	Slatter Cricket & Play	3G bi-monthly with sports champ	1201	Bi

**CAMBOURNE TOWN COUNCIL
BANK RECONCILIATION AT 1st JUNE 2022**

Prepared by John Vickery Parish Clerk and RFO 09/06/2022

Total Receipts of the Council up to 31st May 2022	568,453.28
Total Receipts of the CPEF up to 31st May 2022	1,270,065.05
Total Payments by the Council up to 31st May 2022	551,431.38
Total Payments by the CPEF up to 31st May 2022	1,211,400.38
Balance	A
	75,686.57

Barclays Bank PLC	
Account No	
93936082	
Statement from Bank dated 30th April 2022	1,016.80
Account No 90496049	
Statement from Bank dated 30th April 2022	18,948.70
Account No 23365964 CPEF	
Statement from Bank dated 30th April 2022	58,664.67
Total	78,630.17

Unpresented cheques at 31st May 2022
Barclays

B2164	50.40
B2165	96.00
B2165	1,681.00
B2166	212.00
B2167	50.00
B2168	553.50
B2169	80.00
B2170	150.00
B2171	188.40

TOTAL 3,061.30

Unrecorded income at 31st May 2022

TOTAL 117.70

Balance **B** **75,686.57**

Check A-B - **0.00**

Petty Cash Total **149.05**

Balance including Petty Cash Total **75,835.62**

Signed
Chairman Clerk Date

Independent Councillor Check Date

Signed

Dated: 16th October 2022
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CAMBOURNE TOWN COUNCIL
BANK RECONCILIATION AT 1st JULY 2022

Prepared by John Vickery Parish Clerk and RFO 11/07/2022

Total Receipts of the Council up to 30th June 2022		650,253.12
Total Receipts of the CPEF up to 30th June 2022		1,270,065.05
Total Payments by the Council up to 30th June 2022		627,405.65
Total Payments by the CPEF up to 30th June 2022		1,211,408.38
Balance	A	81,504.14

Barclays Bank PLC		
Account No 93936082		
Statement from Bank dated 1st July 2022		1,000.00
Account No 90496049		
Statement from Bank dated 1st July 2022		29,145.97
Account No 23365964 CPEF		
Statement from Bank dated 1st July 2022		58,656.67
Total		88,802.64

Unpresented cheques at 30th June 2022
Barclays

B2184	176.43
B2185	204.00
B2186	4,902.77
B2187	144.00
B2188	744.00
B2188	60.00
B2189	240.00
B2190	437.00
B2190	260.00
B2190	184.00
B2191	200.00
B2192	179.70
B2192	143.76
B2193	355.81

TOTAL 8,231.47

Unrecorded income at 30th June 2022

TOTAL 932.97

Balance **B** **81,504.14**

Check A-B - **0.00**

Petty Cash Total **112.98**

Balance including Petty Cash Total **81,617.12**

Signed
Chairman Clerk Date
Independent Councillor Check Date

Signed

Dated: 16th October 2022
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