



## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

### **FINANCE AND POLICY COMMITTEE**

A meeting of this Committee was held, on Tuesday 21<sup>st</sup> March 2023. Meeting commenced at 19:21

Present:

Cllr R Poulton ( Acting Chairman)

Cllr J Patel

Cllr P Gavigan

Cllr G Thompson

Cllr J Panrucker

In attendance:

John Vickery – Town Clerk

Ellie Lydon – Committee Clerk

0 members of the Public were in attendance for the meeting.

#### **1. APOLOGIES**

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

It was:

**RESOLVED** to accept the apologies from Cllr J O'Dwyer and Cllr R Jayaraman.

#### **2. MINUTES**

To approve as a correct record the minutes of the Meeting [FIN/M84](#) held on 18<sup>th</sup> October 2022.

It was:

**RESOLVED** that the Minutes of the meeting FIN/M84 held on Tuesday 18<sup>th</sup> October 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.

Cllr J Patel declared a non-pecuniary interest in Item 8 as a member of the Camboourne Premier League Organising Committee.

#### **4. CHAIRMAN'S ANNOUNCEMENTS**

The Chair made no announcements.

Signed

Dated: 18<sup>th</sup> July 2023

## 5. FINANCIAL STATEMENT

5.1 To receive the schedule of payments attached.

Councillors raised questions regarding items on the Financial Statement, which the Town Clerk clarified.

The 2 bridges (B2431) are being paid for by Taylor Wimpey - £13,000 and are located on Gauntlet Road.

Canva is software for posters and other advertisements used by the Community Development Office and the Football Club.

AJ Grab are taking away the hardcore and rubble from the playground. We pay for the volume and weight taken.

## 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 1<sup>st</sup> February 2023.

Councillors raised questions regarding items on the Financial Statement, which the Town Clerk clarified.

Minus figure on 1107 as some elements should be in the 2010 offsite play but have accidentally been attributed to repairs and renewals.

Water coolers and supplies shows a minus figure as we were invoiced twice for the same thing, and it also shows the recharge for the 10k race.

The Town Clerk will update the documents with the notes.

It was:

**RESOLVED** that the report on the Finance Spreadsheet as at 1<sup>st</sup> February 2023 be approved as amended.

## 5.3 BANK RECONCILIATIONS

To consider approving the Bank reconciliations as at 1<sup>st</sup> February 2023.

It was:

**RESOLVED** that the bank reconciliation for 1<sup>st</sup> February 2023 be received and approved.

## 6. FACILITIES

To receive a report from the Town Clerk. The facilities hire rate for the buildings, sports pitches and trailer park are attached.

The facilities rates have not been reviewed for 7 years and the costs of running the facilities has increased.

The Councillors are not expected to propose or agree new costs now but to the Council staff to research on what surrounding Towns and Villages are charging for their facilities and will bring the prices to the next Leisure and

Amenities meeting on the 18<sup>th</sup> April 2023. We have also been approached by the Football Club to streamline the charges for the pitches and 3G. If the price review is agreed at the next L&A Meeting, the new prices would be implemented in September with hirers being given notice as soon as possible to allow them to review their charges.

It was proposed to support the review and bring the findings to a future Leisure and Amenities Meeting. Findings will be discussed with the Chairman of the Leisure and Amenities Committee.

The proposal was seconded.

It was also proposed to review the allotment fees and to set a policy in place for charity groups community groups who ask for bookings free of charge.

The Town Clerk is preparing a report for the Chairs group to review the current costs for charity groups.

The Youth building costs would also be added to the building hire charges table and the community room would be taken off as it is now the base for the community shop.

It was:

**RESOLVED** that the report be received and support.

## 7. **POLICIES**

To receive a report from the Town Clerk.

The Town Clerk has checked and confirmed the documents are correct and the policies do not need updating at this time.

It was

**RESOLVED** that the policies be received.

## 8. **CORRESPONDENCE**

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

### **8.1 Lower Cambourne Cricket Pitch and Pavilion**

Cambourne Premier League Organising Committee have requested to use the Lower Cambourne Cricket Pitch and Pavilion on Sundays between 21<sup>st</sup> May 2023 and 9<sup>th</sup> July 2023 free of charge to raise money that will go towards charitable noble causes. Last year they donated £500 to 'Cambourne Soul' and had the pavilion and pitch free of charge.

If they were to use all 8 Sundays at the usual £50 charge (for outside groups) it would cost £400.

The Lower Cricket Pavilion is not regularly used outside of Cricket, but it does cost the council money for groups to use and for the Council to offer for free.

A suggestion was made that offering free of hire of venues to charity/community groups needs to be reviewed and groups may need to apply to for grants so that the Council can precept the amount of money to put aside for groups.

It was suggested to agree to the proposal to offer the pavilion and pitch free of charge this year but explain to the group that the process for free venue hirer will be changing going forward and costs may be inflicted in the future. This was seconded.

The Cambourne Cricket Club are charged at a different rate, which will be reviewed with the Football Clubs charges. The Cricket Club have not been charged for their bar opening areas for 3 years.

It was

**RESOLVED** to agree to the proposal to offer the pavilion and pitch free of charge this year but explain to the group that the process for free venue hirer will be changing going forward and costs may be inflicted in the future.

**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 an update from the Town Clerk.

It was:

**RESOLVED** to receive the reports.

**11. CONFIDENTIAL MATTERS**

To receive an update from the Town Clerk.

It was:

**RESOLVED** to receive the report.

**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 – 18<sup>th</sup> July 2023**

The meeting closed at 20:12

## SCHEDULE OF PAYMENTS

## Paid Accounts

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
03-Feb-23	B2430	220.00	44.00	264.00	Garden Studios (R)	Tennis Building	2004	
03-Feb-23	B2431	13,120.00	2,624.00	15,744.00	Lattenbury Services Limited	Two bridges installing (R)	1107	
03-Feb-23	B2432	296.51	59.30	355.81	Thalia	Garstones Skip - mixed waste	1107	
03-Feb-23	B2433	1,950.84	390.17	2,341.01	PPL/PRS	BS - Music Licence	1420	A
03-Feb-23	B2434	120.00	24.00	144.00	Cambs Security	Hub - Jan Unlock	1419	M
03-Feb-23	B2435	1,184.50	236.90	1,421.40	Briars Security	Soul - yearly maintenance 23-24	1504	A
03-Feb-23	DD	844.05		844.05	SCDC	Refuse collection	1422	M
03-Feb-23	DD	559.00	0.00	559.00	SCDC	Additional Waste Bins - SP	1422	M
M06-Feb-23	DD	80.43	0.00	80.43	Barclays	Commission Bank Charges A/C 93936082	203	M
10-Feb-23	DD	57.19	2.76	59.95	BarclayCard	Card Charges	203	M
10-Feb-23	DD	362.77	72.55	435.32	Ricoh	Printer charges	407	Q
10-Feb-23	DD	171.50	34.30	205.80	BT	Mobile Phones	403	M
12-Feb-23	DD	306.54	61.31	367.85	Fuel Genie	Petrol & Diesel	1109	M
13-Feb-23	B2436	772.00	154.40	926.40	British hardwood tree	Grounds	1107	
13-Feb-23	B2437	70.00	14.00	84.00	BT	Mobile Phones	403	
13-Feb-23	B2438	9.88	1.98	11.86	Cooleraid	Hub - Water	1414	
13-Feb-23	B2439	33.62	6.72	40.34	CCL Supplies	Cleaning Supplies	1411	
13-Feb-23	B2440	129.00	9.16	138.16	ScrewFix	Safe and boots	504	
13-Feb-23	B2441	909.69	181.94	1,091.63	MP McVeigh Parker	Materials - sawn rail, mortices, hex wire	2011	
13-Feb-23	B2442	46.88	9.37	56.25	ScrewFix	Gloves, paintbrushes, goldscrew pack	1107	
13-Feb-23	B2443	862.62	172.60	1,035.22	e-on next	Soul electricity	1502	M
13-Feb-23	B2444	560.00	112.00	672.00	AJ Grab	Muck Away	2010	
14-Feb-23	B2445	2,331.00	466.20	2,797.20	Garden Studios (R)	Tennis Building	2004	
15-Feb-23	DD	5.97	0.00	5.97	Barclaycard	Home Bargains - OFFICE SUPPLIES	1107	
15-Feb-23	DD	20.00	0.00	20.00	Barclaycard	Morrisons - DEPOSIT REFRESHMENTS VOLUNTEERS EVE	406	
15-Feb-23	DD	220.26	0.00	220.26	Barclaycard	Morrisons - REFRESHMENTS VOLUNTEERS EVE	413	
15-Feb-23	DD	25.00	0.00	25.00	Barclaycard	Morrisons - SANDWICHES VOLUNTEERS EVE	413	
15-Feb-23	DD	46.41	0.00	46.41	Barclaycard	Amazon - OFFICE SUPPLIES	304	
15-Feb-23	DD	283.60	0.00	283.60	Barclaycard	The Blue Lion - XMAS MEAL(R)	304	
15-Feb-23	DD	65.72	0.00	65.72	Barclaycard	Synology - COMPUTER BACK-UP	304	A

Signed

Dated: 18<sup>th</sup> July 2023

15-Feb-23	DD	2.48	0.00	2.48	Barclaycard	Home Bargains - FOIL & CLING FILM	304	
15-Feb-23	DD	29.69	0.00	29.69	Barclaycard	Canva - SUBSCRIPTION	405	A
16-Feb-23	DD	357.66	71.53	429.19	Crown Gas Power	Gas bill - BS	1416	
16-Feb-23	DD	332.86	66.57	399.43	Crown Gas Power	Gas Bill - Hub	1416	
20-Feb-23	DD	79.20	15.84	95.04	SGW Payroll	Payroll processing	207	
21-Feb-23	B2446	42.99	8.60	51.59	Tudor Environmental	Rootgrow 2.5 Litres	1107	
21-Feb-23	B2447	89.50	17.90	107.40	Briars Security	Rodent damaged cables SP	1809	
21-Feb-23	B2449	701.85	140.37	842.22	NPH	Kubota parts/fuel	2010	
21-Feb-23	B2450	375.00	75.00	450.00	Technical Surfaces	Matchfit service sand pitch	1204	M
21-Feb-23	B2451	840.00	168.00	1,008.00	AJ Grab	Muck Away	2010	M
21-Feb-23	B2452	152.00	30.40	182.40	NPH	Nifty lift Towed Boom (R)	1107	
23-Feb-23	DD	282.87	56.57	339.44	Southern Electric	Electricity - NCP	1806	M
23-Feb-23	DD	481.08	96.21	577.29	Southern Electric	Electricity - sports pavilion	1806	M
24-Feb-23	DD	8,421.62	0.00	8,421.62	PAYE		102	M
24-Feb-23	DD	26,101.18	0.00	26,101.18	Payroll		101	M
24-Feb-23	DD	9,210.57	0.00	9,210.57	Pension		103	M
27-Feb-23	DD	446.60	89.32	535.92	Southern Electric	Electricity - LC Cricket pavilion	1806	M
27-Feb-23	DD	1,426.92	285.38	1,712.30	Southern Electric	Electricity - The Hub	1407	M
28-Feb-23	DD	150.40	30.08	180.48	Adept IT Services	Office 365	404	M
28-Feb-23	DD	907.00	0.00	907.00	Scottish Power	Electricity - MUGA	1202	M
10-Mar-23	B2454	943.39	144.19	1,087.58	e-on Next	Electricity - Soul	1502	M
10-Mar-23	B2455	68.15	13.63	81.78	Source for Business	Water charges - The Green PA - Upper	1108	½
10-Mar-23	B2456	339.04	67.81	406.85	CCL Supplies	Cleaning Supplies	1411	
10-Mar-23	B2456	157.71	31.54	189.25	CCL Supplies	Cleaning Supplies	1411	
10-Mar-23	B2457	12.80	2.56	15.36	Tudor environmental	Multi-purpose lubricant	1107	
10-Mar-23	B2458	45.00	9.00	54.00	CamFire	Maintenance - LCP	1808	A
10-Mar-23	B2459	45.00	9.00	54.00	CamFire	Maintenance - Trailer Park	1707	A
10-Mar-23	B2460	45.00	9.00	54.00	CamFire	Maintenance - NCP	1808	A
10-Mar-23	B2461	63.00	12.60	75.60	MP Mcveigh Parker	12 x bags Post Fix	2011	
10-Mar-23	B2462	2,860.83	572.17	3,433.00	M & D Flooring Ltd	BS - Flooring	1413	
10-Mar-23	B2463	58.00	11.60	69.60	Cooleraid	Hub - Water station	1421	
10-Mar-23	B2464	49.12	9.82	58.94	CBS office	Paper	405	
10-Mar-23	B2465	695.00	139.00	834.00	ah electrical	LCP - lights/SP lamppost	1809	
10-Mar-23	B2466	260.00	52.00	312.00	ah electrical	Connect Tennis Club (R)	2004	
10-Mar-23	B2467	49.54	9.90	59.44	ScrewFix	Gloves, drill bit, union bracket	1107	
10-Mar-23	B2468	149.97	29.99	179.96	ScrewFix	handrail kit (R)	1413	

Signed

Dated: 18<sup>th</sup> July 2023

10-Mar-23	B2469	374.92	74.98	449.90	ScrewFix	handrail kit (R)	1413
10-Mar-23	B2470	49.99	2.00	51.99	ScrewFix	Boots, adhesive	106
10-Mar-23	B2471	600.00	0.00	600.00	CC Council	Grant 2022/summer reading challenge	303

**CAMBOURNE TOWN COUNCIL  
BANK RECONCILIATION AT 1st March 2023**

Prepared by John Vickery Parish Clerk and RFO 14/03/2023

Total Receipts of the Council up to 28 <sup>th</sup> February 2023	1,523,971.91
Total Receipts of the CPEF up to 28 <sup>th</sup> February 2023	1,276,993.29
Total Payments by the Council up to 28 <sup>th</sup> February 2023	1,434,005.60
Total Payments by the CPEF up to 28 <sup>th</sup> February 2023	1,211,472.73
<b>Balance</b>	<b>162,297.81</b>

Barclays Bank PLC	
Account No 93936082	
Statement from Bank dated 1st March 2023	976.86
Account No 90496049	
Statement from Bank dated 1st March 2023	88,949.55
Account No 23365964 CPEF	
Statement from Bank dated 1st March 2023	65,520.56
<b>Total</b>	<b>155,446.97</b>

Unpresented cheques at 28<sup>th</sup> February 2023  
Barclays

	<b>TOTAL</b>	-
Unrecorded income at 28 <sup>th</sup> February 2023	<b>TOTAL</b>	39.90

<b>Balance</b>	<b>B</b>	<b>155,486.87</b>
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Check	A-B	<b>0.00</b>
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Petty Cash	Total	<b>102.78</b>
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<b>Balance</b> including Petty Cash	Total	<b>155,589.65</b>
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Signed Chairman	Clerk	Date
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Independent Councillor Check	Date
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Signed

Dated: 18<sup>th</sup> July 2023  
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