



**Minutes of a Meeting of the Finance and General Purposes Committee held at the Eco Hub, Stocks Lane, Gamlingay on Tuesday 24<sup>th</sup> January 2017 at 7.30pm**

Present: C Smith, J McGeady, P Webb, T Goss, S Groom  
Clerks L Bacon and K Rayner.

1. Resolved to receive apologies for absence from A Foster.
2. To receive declarations of interest from councillors on items on the agenda. None.
- 2.1 To receive written requests for dispensations for disc losable pecuniary interests (if any)
- 2.2 To grant any requests for dispensations as appropriate.
3. **Resolved** to approve and sign the Minutes of the F&GP meeting held 22<sup>nd</sup> November 2016 and to note the Full Council minutes of 10<sup>th</sup> January 2017 and Consultation Committee 10<sup>th</sup> October 2016 and to consider any matters arising. i. Thanks from Citizens Advice, Royal British Legion and Blythe Way Bingo club for grant awards noted. ii. Legal advice relating to collection of unpaid invoices. Noted invoice for replacement planting has now been settled. Letter from payee was circulated. Resolved to respond noting that only one telephone message had been received and this was responded to. Response to offer an onsite meeting with Council representatives to inspect alleged damage and discuss any works required. Staffing – resolved to offer relevant employees 12 month contracts based on average hours worked in place of current zero hours contracts.
4. To receive any representations from Members of the Public and Press relating to items of business on this agenda during a ten-minute Open Forum. None.
5. **Finance:**
  - 5.1 **Resolved** to approve the following:
    - i. Payments required
    - ii. Bank reconciliation Oct and Nov 2016. Dec to next meeting.
  - 5.2 To review Annual Investment Strategy. Noted that due to expenditure of funds on designated projects there is currently no need for separate accounts for investments and these have been emptied and closed over the last two years. Parish Council funds are now protected under the FSCS (up to a certain level). Resolved to approve suggested update to the AIS – to be confirmed at next meeting.
  - 5.3 Resolved to amend bank signatories – remove P Dolling and add C Smith
  - 5.4 Resolved to approve 3 month free trial of new accounting software
  - 5.5. Review of budget – quarter 3. Noted that recreation income is increased due to circus and other casual hire. PW asked for detail of GPC's pension contribution expenditure – LB to provide breakdown. Transport scheme pot – some has been designated towards LHI scheme for a footpath at the Heath in 2017, rest budgeted to be spent over 3 years. Noted Millbridge brook completion work was delayed – shows as being over budget but was refunded by Kier.
  - 5.6 Noted draft funding strategy statement for LGPS (pension fund).
  - 5.7. Noted NALC press release regarding appointment of external auditors.
6. **General purpose**
  - 6.1 Recreation spaces/community buildings
    - i. Cinqes – response from Wildlife Trust to suggested new lease arrangements. WT Suggested clearer definition of areas added to map, awaiting WT response to query about how to incorporate SLA into lease without incurring further legal costs. KR suggested adding clarification to wording about which areas GPC will be responsible for.
    - ii. Millbrook meadows – report on snapped sapling (vandalism) and actions taken. Noted acceptance of local tree surgeons offer to remove.



- iii. To consider proposal of new service from SCDC – tree health and safety. Resolved to express interest.
  - iv. Old Methodist Chapel – date for management group meeting noted. TG to join, apologies from SG.
  - v. WI hall – responses to press release. Bookings. Generally positive response, particularly from WI, who are keen to relocate as soon as possible. Several bookings for next few months, including a wedding reception.
  - vi. Proposed relocation of bench outside Post Office. Noted now GPC owned but original donators would like to see it as close to PO as possible – the Pitt would be acceptable alternative. Will need to be stored while PO work is being done – no date, on hold at present.
  - vii. To note signage installed in new cemetery. Noted other kissing gate cannot be locked as this is the public footpath route. Resolved to have full discussion at next Full council about possibility and costs of diverting public footpath and gravelling the grass path to the side of the cemetery to encourage walkers to use this route.
  - viii. Eco Hub -a. PCLC meeting 23.1.17 – verbal update. JMG outlined discussions – GCC very pleased with end of year figures and performance in last quarter.. Issue of external lighting and signage was raised – GCC to investigate switching lighting back on (timed for evenings in winter only) and providing Kier suite signage. Anti-Social behavior has decreased. New fire door with additional security is installed. Long term maintenance schedule – latest revision results in a suggested £15k increase on annual sinking fund – GCC to query this with Hutchinson's as there may be some items included in error. No increase to the contribution from GPC has been budgeted for 17-18. b.Plaza – to consider requests for hire for outside play (Players) and hog roast (private event). Resolved to approve both requests noting that confirmation of Circus date is awaited.
  - ix. Butts playground and recreation field – wall progress and update on dates for painting and resurfacing work. Wall is complete – awaiting return of bench which the Brogan group are re powder coating free of charge. Photo opportunity for press release to be arranged. Painting and resurfacing work will be done prior to the next Rospa inspection.
- 6.2 Highways
- i. Church St Parking scheme –update on core sampling. To keep costs down, County officer is trying to arrange for this to be done as an add on to a bigger job – not yet timetabled. Resolved – LB to email Kier to provide update on progress of scheme and explain delays in drawing down funding.
  - ii. County Council – LANTRA traffic management course. TG willing to participate – LB to advertised on FB – may be useful for other groups arranging village events. GPC training budget could be used to cover costs.
  - iii. Neighbourhood Plan update. Swavesy NHP group has agreed to join in for a locality bid for funding – hoping Stapleford will also join. J Posner has been undertaking analysis – very interesting results show majority of responders perceive Gamlingay to be a rural village community and not a town and want to remain in that classification. SCDC training on the 22<sup>nd</sup> February – draft policies to be sent over for assessment prior.
- 6.3 Risk Assessment
- i. Cemeteries and Churchyards Jan (GB). Noted. Signage referred to at St Mary's has now been removed and replaced with temporary "No dogs" signs. KR to chase Hutchinson's one more time for cemetery shed work. New cemetery contractors have been contacted about dead trees – awaiting response. No further retention payments to be made until this is resolved. MB now doing Chapel field risk assessments. Site of old war memorial – agreed to continue to hold back on installing planter/plaque until plans for site are finalized.
  - ii. Health and Safety policy review, training notes LCPAS Nov 16. Noted GPC's current policy is compliant with relevant legislation.



- 6.4 Publications and communications
  - i. Dates for publications committee meetings. Now circulated and agreed. First meeting earlier this evening agreed submission for April Gazette.
  - ii. New website update. Account now set up for transfer of domain. Resolved to sign service agreement with new website provider. Awaiting release of domain by existing host. Information posted on current website – new one hoped to launch early February.
- 7. Staff and Councillor matters.
  - i. Noted national salary award of 1% to be implemented from 1.4.17
- 8. Routine Correspondence – available in the office. Noted
- 9. Items for the next meeting – grant applications.
- 10. Noted dates of next meetings: -Planning and Full Council Tuesday 14<sup>th</sup> February 2017, F and GP 28<sup>th</sup> February 2017.
- 11. Record Closure time of meeting. 9.16pm.

Signed.....

Dated.....