



Minutes of a Meeting of the Finance and General Purposes Committee held at the Eco Hub, Stocks Lane, Gamlingay on Tuesday 23rd May 2017 at 7.30pm

Present: C Smith and councillors P Webb, J McGeady, A. Foster (delayed), A Goss, S Groom . Clerks L Bacon and K Rayner, 0 members of the public were present.

1. To elect Chair and Vice Chair- Mr C Smith was nominated as Chair, seconded and **duly elected**, and Mr A Goss, was nominated, seconded and **duly elected**.
2. To receive apologies for absence – None
3. To receive declarations of interest from councillors on items on the agenda.-None
- 3.1 To receive written requests for dispensations for disc losable pecuniary interests (if any)
- 3.2 To grant any requests for dispensations as appropriate. None received
4. **To resolve** to approve and sign the Minutes of the F&GP meeting held 28th March 2017- **Agreed and signed**. To note the Full Council minutes of 9th May 2017 and to consider any matters arising- Cemetery shed- roof now on- some repair work needed to brick walls. AF arrived at the meeting. 10 or 12 bricks need replacing- clerks to use emergency powers. Likely cost approx. £250.00. Clerks are to ask contractor to do additional quote for the works . 5.2 Thanks for grant from EACH- was noted.6.1 vii. Charity fire walk moved venue- noted.
5. 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. No public were present.
6. **Finance:**
- 6.1 **To resolve** to approve the following:
 - i. Payments required –**resolved to approve list circulated by email today** and to approve list of direct debits on account-**resolved to approve**. Clerk to investigate lease expiry of electric vehicle and options at end of term and report to future meeting.
 - ii. Bank reconciliation March 17 and confirmation/sign off of end of year petty cash balance.-**Resolved to approve**.
- 6.2 End of financial year 31.3.2017. Internal audit report was noted. Accounts and Annual Return – **resolve to approve a recommendation to Full Council**. Grants awarded summary was noted.
- 6.3 Cambridge water business – to note application for combined billing discount. Clerk to pursue itemized single bill arrangement.
- 6.4 Scribe accounts – to consider feedback on free trial and consider purchase of software at £385/annum. Clerk LB provided examples of standardized reports for consideration. Large learning curve and time consuming to input data initially but save time in long term- e.g. bank reconciliations automatically generated. Software specific to local council needs on Receipts and Payments basis. **Resolved to approve**.
- 6.5 Debtors report – to note part payment of rental arrears and grant application submitted by debtor to County Council to cover remainder. Currently £4144.00 of arrears is still owed. It was noted revised invoices from 1.4.17 based on hours and dates provided and payment for April and May today. Clerk reported that meeting will be arranged to consider rental levels for 2017-18 once arrears is paid in full. Sunshine currently operate 38 weeks per year.
- 6.6 Financial Regulations – Annual review was conducted. Suggested amendments for consideration- increase of authorization levels felt not necessary at present. **Resolved additions/amendments to have budget prepared by December each year, and clarified that two councilors are to authorize payments. RFO is to refer to Full Council for ratification.**
7. **General purpose**
- 7.1 Recreation spaces/community buildings



- i. **Cinques** - any update on lease –clerk to speak with Wildlife Trust.
 - ii. Millbrook meadows - ROSPA report-Report circulated via email on actions required. Handyman has undertaken all issues. Finger entrapment issue- clerks to contact supplier of gates. Path edges being addressed by handyman. Clerk to ask that Friends of Millbridge Meadows look into methods of removing algae/moss growth from the platforms and removal of specific areas of nettles and brambles. It was agreed that it was impossible to shut off access under the Station Rd bridge, so no further action was required.
 - iii. **Butts playground/BMX/Skate park/Plaza** – ROSPA reports –Handyman is systematically trimming growth back on the BMX track (work is currently taking place and will take some time). Skate park replacement- ramp is sinking- Clerk to investigate new provider of Potton’s skate park . Suggestion was made to undertake a survey of skaters through Youth Club. Clerk is to contact Mrs Rands about undertaking a consultation exercise with the young people –for potential replacement equipment. Further information on costs to go to the next meeting.
 - iv. **Old Methodist Chapel** – window work scheduled in summer-noted.
 - v. **WI hall** – to arrange management group meeting- to be arranged after arrears has been paid (likely to be after half term).
 - vi. Cemeteries and churchyards i. War Memorial – Remembrance Day to confirm permission that dogs are allowed on hard standing areas excluding central path-**resolved to allow dogs on leads to Remembrance Service in car park hard standing area (not central path)**.
 - vii. **Hub** – Minutes of PCLC meeting 24th April 2017-Long Term Maintenance schedule information still not available.LB to chase for details. Office lease expiry- Clerk ((LB) to provide office lease terms to next full council meeting for discussion about future location of clerk’s office (expiry February 2018)
- 7.2 **Highways**
- i. **Church St Parking scheme** – update- workload and lack of manpower given for delay for final costs. Core sampling showed a lower level of tar in construction of paths and roadway which require further assessment of potential costs. Clerk to chase. Pot hole reported outside Doctors surgery- clerk to report to on line system.
- 7.3 **Risk Assessment**
- i. Cemeteries and Churchyards April 2017- noted. Dead yews to be removed.
- 7.4 **Publications and communications**
- i. Review of social media engagement- last month 605 views, reach of 10,548 so far. Facebook good evidence of community engagement.
- 7.5 **South Cambs. District Council** – to note any items- response re community transport allocation for Station Rd development is to go to next Full Council meeting.
8. **Staff and Councillor matters.**
- i. Cambridgeshire Pension fund – voting forms for new employer representative-no recommendation made.
 - ii. Invite to councillors to attend Scout AGM-noted
9. **Routine Correspondence** – available in the office-noted
10. **Items for the next meeting** -none
11. **Dates of next meetings:** -Planning and Full Council Tuesday 13th June 2017. Next F and GP 27th June 2017.
12. **Record Closure time of meeting-** Meeting closed at 8.23pm.

Signed.....Dated.....