



GAMLINGAY PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held at the Eco Hub, Stocks Lane, Gamlingay on Tuesday 22nd May 2018 at 8.00pm

Present : Councillors C Smith (ex officio) , P Webb, J Newman, S Jones and M Brown. Clerks L Bacon and K Rayner

1. Resolved to elect P Webb as Chair. Resolved to leave position of Vice Chair vacant, noting that S Martin had expressed interest.
2. Resolved to receive apologies for absence from S Martin – previous engagement.
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.
4. **Resolved** to approve and sign the Minutes of the F&GP meeting held 27th March 2018 and to note the Full Council minutes of 10th May 2018 and to consider any matters arising. None.
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. None present.
6. **Finance:**
- 6.1 **To resolve** to approve the following:
 - i. Payments required. Resolved to approve vouchers 24 to 34 – noting 40p understated on Scribe voucher 30 relating to HMRC payment. Clerk LB will edit voucher.
 - ii. Annual approval of direct debits. Noted and approved. Utility and rates payments to be removed following sale of WI hall. Water billing company has changed so old d/d records need to be removed. Clerk investigating additional water account on WI in error.
 - iii. Bank reconciliation March 18 – to note correction to opening balance. Noted and approved.
- 6.2 End of financial year 31.3.2018 summary of receipts and payments. Clerk LB explained that Scribe accounting system has worked well in this first year, a few amendments to set up will be required for current financial year. Variances – mostly on income due to grant receipts which are not included in budget. Variance on payments is small. Balance sheet and Debtors report – updated versions were circulated after internal audit visit and advice. Noted that Sunshine Pre School debt has been included under doubtful debts and write off will be considered in this financial year. Internal audit - interim visit Feb 18 – list of items checked and final visit 18.5.18 - report. Noted that internal audit checks have been satisfactorily completed and AGAR section 4 signed off – copy circulated at meeting. Annual Governance and Accountability Return (AGAR - formally Annual Return) – to consider responses to Annual Governance Statement and to receive draft accounting statements for recommendation to Full Council. Resolved to recommend responses of “yes” to statements 1 -8 in Section 1 and to confirm that the review of the effectiveness of system of internal control has been completed satisfactorily. Also to approve figures on Annual Return Section 1, Statement of Accounts, noting that Clerk LB will fill in last years figures manually as Scribe does not generate these in the first year of use.
- 6.3 Public Works Loans Board – noted amended repayment schedule following partial repayment and comparison with estimated annual loan payments in 2018-19 budget. Repayment amount is approximately half previous year. SJ asked whether Eco Hub is self-financing. Clerk LB and Chair CS explained that the PWLB loan was taken out to assist with funding the building of the Hub, the building was subsequently leased for 50

- years to GCC Ltd, who are responsible for the day to day management and revenue generation. A Finance Support Agreement was signed between the two parties which obliges GPC to provide revenue support should the Hub not generate sufficient income to cover its running costs. This has not been called on to date, but with the recent loss of one hirer (the day nursery), there may be a deficit this year. GCC Ltd are working hard to find replacement users for the vacant space. GPC contributes annually towards a sinking fund to ensure that the building remains well maintained and that there will be financial provision for a new community building in the future – this was not done in the past. Day to day maintenance is not paid out of this fund – the responsibility for this lies with GCC Ltd under its general running costs. The Parish Council and GCC Ltd meet quarterly at the Parish Council Liaison Committee (PCLC) to discuss any issues and to review financial performance of the Hub. Recommendations are brought forward as necessary from PCLC for resolution at Full Council.
- 6.4 Annual review of Financial Regulations. To recommend any amendments. None.
7. **General purpose**
- 7.1 Recreation spaces/community buildings
- i. ROSPA reports – to receive and consider works required. Clerk LB requested and it was resolved that this item be referred to the next meeting as a report has not yet been prepared due to time constraints (annual accounts have taken priority).
- ii. Trees – Tree warden network event invitation – Birmingham June 28th. Noted.
- iii. Gamlingay Football Club – request for consideration of additional access gate in centre of recreation field to Gamlingay Primary pitch. Agreed in principal if school concur – Football Club to fund. Re positioning of kickabout goal 2 metres back - agreed and removal of redundant concrete pad to note. Clerks to advise this work should be done at Football Clubs' own risk. Request for signage to address problems of dog fouling and barbeques. Resolved to agree that Football Club may provide signage re dog fouling and place in positions to be agreed with Clerks. BBQ signage not agreed – recreational use of field was discussed and agreed that many different activities can take place as long as other users are not inconvenienced in any way. Too much warning/instructional signage can prove counterproductive.
- 7.2 Highways
- i. Church St Parking scheme – update on request for drawdown of S106 funding. Clerk LB read out letter received on 17th May from Barfords on behalf of Merton. Resolved to respond setting out reasons for removal of resurfacing works alongside Emplins – complete scheme was over budget, Merton declined to contribute extra towards this section which it owns – GPC is concerned about future liability for repairs if it pays for improvement works now. PW asked about the possibility of using any of the Community Transport S106 money to fund the shortfall on the scheme if the future liability could be sorted out.
- ii. Proposal to remove disabled parking bay on Mill Street – no objections.
- 7.3 Publications and communications
- i. Minutes of Publications and Communications Committee 10.4.18 noted. Next meeting arranged for August 28th. Councillor profiles to be discussed at June Full Council with a view to possible inclusion for publication in September Gazette. SM has offered to draw up a template for the profiles.
- ii. Website security and GDPR requirements to consider. Resolved to approve SSL encryption costs £2.50/month, cookie/privacy notice banner@ £25 one off cost.
- 7.4 South Cambs District Council – to note any items. 5 year housing supply confirmed. Reported at Planning committee. Good news for rural areas.
8. Staff and Councillor matters.
- i. New councillor email addresses – report on test - was successful, order placed for all councillors to have official email addresses shortly.



- 9. Routine Correspondence – available in the office. Noted.
- 10. Items for the next meeting. Councillor profiles
- 11. Dates of next meetings: -Planning and Full Council Tuesday 12th June 2018. next F and GP 26th June 2018. Noted.
- 12. Record Closure time of meeting. 9.10pm

Signed.....

Dated.....