



GAMLINGAY PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held at the Eco Hub, Stocks Lane, Gamlingay on Tuesday 26th June 2018 at 7.30pm

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

13. Resolved to receive apologies for absence from S Martin
14. To receive declarations of interest from councillors on items on the agenda. Item 21. J Newman – personal interest in Publications and Communications as serves on editorial committee of Gamlingay Gazette (registered with SCDC as non-statutory disclosable interest).
 - 14.1 To receive written requests for dispensations for disc losable pecuniary interests (if any). None.
 - 14.2 To grant any requests for dispensations as appropriate. None.
15. **Resolved** to approve and sign the Minutes of the F&GP meeting held 22nd May 2018 and to note the Full Council minutes of 12th June 2018 and to consider any matters arising. Amendment to 7.2 on F and GP Minutes – Cllr. referred to was P Webb (PW) not TG.
16. 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.
17. **Finance:**
 - 17.1 **To resolve** to approve the following:
 - i. Payments required. Resolved to approve payments 47 to 97
 - ii. Bank reconciliations April and May 2018 – resolved to approve
 - iii. Quotations for signage for consideration – resolved to accept quotations from Q Print for signage, noting that drilling may be additional cost. Noted Kier sign quote is for information only – GCC are responsible.
18. **General purpose**
 - 18.1 Recreation spaces/community buildings
 - i. OMC – minutes of management group meeting 18.6.18 and risk assessment. Noted.
 - ii. Greensand Country sign – to resolve preferred option. Addition under existing signs with no boulder markers preferred – recommend to Full Council. Noted County make £500 charge for applications for additional signage – information passed to grant funding body.
 - iii. Neighbourhood Plan – request for domain renewal and notification of public meeting 3.7.18 at 7pm. Update on housing needs survey. Domain renewal/hosting cost of £28.49 approved. Meeting noted.
19. Cambridgeshire County Council
 - 19.1 Highways
 - i. Church St Parking scheme – update. County Officer had not received email with attached drawings sent on 16th June. These are needed to work up new quotation. Re sent today. Road closure notice should be officially published in next few days and will be circulated for information.
20. South Cambs District Council – to note any items. None.
21. Publications and communications
 - i. Councillor profiles – update on progress. Most have now been submitted. Will be presented to July Full Council for approval. Reminder to submit by 2.7.18.
 - ii. Annual report – to approve draft for publication. Noted councilor profiles will be added. An Annual Report has been published since at least 2011 as a statutory requirement and



- gives details of the activities of the council over the previous year, including accounts. It is made available online and in public spaces such as the Library and Eco Hub.
- iii. Local Council Award Scheme – reminder of criteria to be met and progress towards application for Quality Award. Noted application for award can now proceed as criteria of 10 seats filled by election has been met. Work is ongoing, aiming to submit application towards the end of this year. Assessment by external panel is made primarily by viewing documentation published on the Parish Council website.
22. Staff and Councillor matters.
- i. Training – to approve new training policy and record. Noted Exel spreadsheet of all training undertaken has been completed over the past few years. Policy needs to be completed to include staff as well as councillors – to future Full Council meeting for approval.
23. Routine Correspondence – available in the office. Noted
24. Items for the next meeting. None.
25. Dates of next meetings: -Planning and Full Council Tuesday 10th July 2018. next F and GP 24th July 2018. Noted.
26. Record Closure time of meeting. 20.11

Signed.....

Dated.....