



Minutes of a Meeting of the Finance and General Purposes Committee held at the Eco Hub, Stocks Lane, Gamlingay on Tuesday 28th May 2019 at 7.30pm

Present: P Webb, S Jones, J Newman and M Brown. Clerks L Bacon and K Rayner. 1 Member of the public.

1. Resolved to elect P Webb as Chair and S Martin as Vice Chair
2. Resolved to receive apologies for absence from C Smith
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 26th March 2019 and to note the Full Council minutes of 14th May 2019 and to consider any matters arising. 102.1 v. Sunshine Pre School – their accountants have not been provided with any documents to date. Resolved – Clerks to contact Sunshine again and give deadline of end of May for receipt of a paper copy accounts or draft figures.
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.
6. **Finance:**
- 6.1 **Resolved** to approve the following:
 - i. Payments 37 - 56 – noted that GCC's deficit figure has reduced by around £2000 from estimate last October. The revised figure of £5333 is draft – noted.
 - ii. Bank reconciliations – March and April 2019. PW noted the balance is very high at present, should funds be transferred into an interest earning account? LB explained that half the precept is received in April, hence high balance. The Annual Investment Strategy (AIS) review informs any changes to accounts/investments – LB will check when next review is due. Financial Services Compensation Scheme - protects Parish Council funds up to a certain level. Funds were amalgamated into one account once major S106 funds were spent. No large funds are currently anticipated to remain unspent for a long time, so potential interest income would not be significant.
 - iii. End of financial year 31.3.2019 summary of receipts and payments. Clerk LB explained main areas of variance from budget. PW asked about Hub sinking fund payments, can these be reduced or used for something else and what is the estimated rebuild cost of the Hub? LB explained that the annual sinking fund contribution amount was calculated by external consultants considering the long-term maintenance requirements of the building and with the intention of ensuring that the community has a well-maintained facility at the end of the lease period. Estimated rebuild cost will be requested from GCC. The Finance Support Agreement signed between GPC and GCC sets out the financial detail of the relationship between the two parties. GPC's payment to the sinking fund reduces if GCC make enough profit to contribute; it is in the best interest of GPC to promote the building. PCLC committee monitors the ongoing situation. PW asked how much was currently in the sinking fund and what interest is earned on the balance. LB explained that this is a restricted fund held by GCC, the balance is approximately £120k. Interest rate information will be requested for PCLC. Balance sheet and Debtors report. Noted. Internal audit report. Noted, report confirms all procedures are adequate. Reserves and allocated funds report. Noted, bulk of community transport money has not been spent – no eligible



project has been approved to date. Some has been spent on paths and to be spent on Sustrans feasibility study. Community buildings reserve – major expenditure to replace Old Methodist Chapel roof may be required (building survey on purchase recommended this). Separate sinking fund for Hub garages/storage. KR suggested Council may need to consider new sinking fund to replace Skate park in future. Unallocated reserve – noted this equates to approximately 10.5 months average expenditure, which is within recommended limits. Annual Governance and Accountability Return (AGAR - formally Annual Return) – to consider responses to Annual Governance Statements and to receive draft accounting statements for recommendation to Full Council. Resolved to recommend that Full Council answer “Yes” to statements 1-8 on section 1 and approve statements 1-11 on section 2.

- iv. To review bank signatories and direct debits. Resolved to make no changes.
- 7. **General purpose**
 - i. Information protection policy – review. Resolved to add appendix 1 setting out the Caldicott principles.
 - ii. Neighbourhood Plan – Meeting 29.5.19. Noted. Successful grant application made to Locality – will allow NHP group to move forward with getting maps drawn up.
 - iii. To note information regarding email provider. Noted no further action required at present.
- 8. **Recreation spaces/community buildings**
 - i. PCLC minutes 21.5.2019. Noted.
 - ii. Rospa report and update. Noted items have been allocated to grounds man or CPM playgrounds for action or to quote for repair. No items were flagged as immediately dangerous an/or in need of removal from service. A record of checks is kept weekly for insurance purposes.
 - iii. Skatepark – complete estimate and shortfall in funding to note. Resolved to proceed with refurbishment – cost estimate £24,903 using funds allocated to this project from Robinson Court S106 (£11 731), remainder of Station Road S106 (£2945), vires funds from unspent contingency 18/19 (£2000), Hub deficit funding budget (£2k) and remainder from Merton Barns Section 106 Open Spaces allocation/unallocated reserve. Noted that some quotes are estimated – may come down by up to £2k.
- 9. **Cambridgeshire County Council and South Cambridgeshire District Council items**
 - i. Withdrawal of services for managing street lighting energy. Noted awaiting further information on potential energy providers.
- 10. **Publications and communications**
 - i. Annual Report – published copy. Noted available on website.
- 11. **Staff and Councillor matters**
 - i. Staff annual reviews – schedule to be arranged. Noted, will be managed by staffing committee.
- 12. Routine Correspondence – available in the office. Thanks for grant and invitation to GVP High Tea 21.6.2019. SM will attend. Free ticket to be offered at Full Council.
- 13. Items for the next meeting – Full Council – approval of annual accounts
- 14. Dates of next meetings: -Planning and Full Council Tuesday 11th June 2019. next F and GP 25th June 2019.

Resolved - in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted in item 15., it is in the public interest that press and public be excluded from the meeting and are therefore asked to withdraw.



15. Data protection – allegation of breach. To note referred to LCPAS. Resolved no action required until response received from Data Protection Officer.
16. Record Closure time of meeting – 20.20

Signed.....

Dated.....