



GAMLINGAY PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held virtually on Tuesday 22nd September 2020 at 7pm.

Present: Chair P Webb, Councillors S Martin and C Smith. Clerks L Bacon and K Rayner.

29. Resolved to receive apologies for absence from Councillors A Foster and S Jones and to receive declarations of interest from councillors on items on the agenda (none) . To receive written requests for dispensations for disc losable pecuniary interests (if any) and to grant any requests for dispensations as appropriate. None.
30. Resolved to approve and sign the Minutes of the F&GP meeting held 26th June 2020 and to consider any matters arising. 20 ii. Perspex screen now installed in office. Noted the Full Council minutes of 9th September 2020. Solar cycle way lights – awaiting revised installation date. Noted.
31. 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.
32. Finance:
 - i. Payments to be approved – vouchers 127 – 141 (141 to be paid once items snagged have been rectified.)
 - ii. Bank reconciliations April to June – inspected and signed by Chair. July and Aug – to follow. Noted.
 - iii. Budget review quarter 1. Noted that Scribe allocates budget monthly/quarterly unless manually altered, some invoices received late due to Covid -19 and will fall in different quarter to that anticipated. Main items of variance – GCC sinking fund contribution made in one payment in September, rather than half in April and September. Office expenses – additional cost of CAPALC membership exceeded budget as anticipated. No expenditure under community

- transport in this quarter. Underspend on NHP (delayed). No contingency used. No footpath expenditure. Grass cutting invoices need to be split between categories to itemize spend. Income down due to closure of Pre School (Covid -19). Overall, no unexpected variances.
- iv. Business rates grant award from SCDC – to consider items of expenditure a. IT equipment – replacement laptops and accessories. Resolved to approve up to £2000 limit for two laptops plus accessories. SM suggested additional external large monitors would be appropriate for continued home working. b. playground equipment – replacement item/s. Resolved to approve further investigation of suitability of viper swing as new item. c. recreation space improvements – water fountain. Noted funding will be used up on items a. and b. Community building improvements S106 funding could be used – Clerk to check remainder. Application to Turbine fund will also be submitted.
33. General purpose
- i. To receive feedback on LCAS quality award. Noted – panel complemented the Council on its community engagement and felt this could have been showcased more. Clerks to review statutory documents to ensure review dates are included on all in future and work through feedback in detail to make any necessary changes – to be reported to future meeting.
 - ii. Remembrance parade – arrangements for 2020. Noted no response yet from Church leaders. Parish Council Chair prepared to attend to lay wreath as usual (with social distancing). Suggestion of a scaled down service - one representative from each of usual organizations attending to lay wreath and service is live streamed via Facebook.
 - iii. Streetlighting – to consider renewal of contract with current energy provider. Clerk to investigate why standing charge is now applied and report to next meeting.
 - iv. Neighbourhood plan – update on delivery of consultation document. Noted delivery service missed several areas. Clerk to contact them to return to fill gaps prior to settling invoice.
34. Recreation spaces/community buildings
- i. Eco Hub and library – to note latest update on reopening. Noted statement from Government today will impact on this. Report to follow.

- ii. Steps in playground, snagging and additional signage required. Contractors have now replaced rotten sleeper with recycled plastic one and have plan to fill galvanizing holes with silicone. Invoice payment to be withheld pending satisfactory completion of works. No bicycles signs required for all entrances.
 - iii. Additional cost for repair to bird's nest swing to note. Approved.
 - iv. Grass cutting review meeting and contract arrangements from 2021. Noted arranged for late October. Contractor is keen to negotiate a further term. Previous 3-year contract was extended by 1 year. Cheaper quotes were obtained at the time, although these were not detailed enough. Council resolved that best value was to remain with current contractor who have consistently provided very good service. To be discussed at future meeting.
35. Cambridgeshire County Council and South Cambridgeshire District Council items
- i. Latest update for parish and community groups SCDC. Zoom update tomorrow at 6pm – Clerk to attend.
 - ii. Offer of hand sanitizer stations for the village – order placed. Noted that Council would be responsible for maintenance and refills. Resolved not needed as shops have made provision themselves. Clerk to contact officer at SCDC.
36. Publications and communications
- i. Publications committee status and suggestions for Gazette (Nov). Noted one additional member is needed. Suggested items – playground update and wildflower planting plans – members of the public to be invited to submit some content to explain plans.
37. Staff and Councillor matters
- i. Staff working practices and annual leave- update on any changes/requests. Latest government advice is to work from home if possible. Clerks will continue to attend the office separately if needed. Public access to the office to be by appointment only, face masks to be worn.
38. Routine Correspondence – available in the office. Noted.
39. Items for the next meeting – S106 and Solution Gamlingay updates – Full Council. Grant applications – F and GP. PW – repair to new cemetery access road.
40. Dates of next meetings: -Planning and Full Council Tuesday 13th October 2020, F and GP 27th October 2020. Noted.
41. Record Closure time of meeting 20.30.

Signed.....

Dated