



11<sup>th</sup> October 2024

An ORDINARY MEETING of the **FINANCE & GOVERNANCE COMMITTEE** will be held on Thursday 17<sup>th</sup> October 2024 at 7pm at the Brockridge Centre and the following business will be transacted.  
All Committee Members are summoned to attend.

Kind Regards

*L Squire*

Linda Squire

Clerk/CEO & RFO to the Parish Council

### AGENDA

**1 APOLOGIES FOR ABSENCE**

MOTION: To note apologies for absence.

**2 DECLARATIONS OF INTEREST and DISPENSATIONS**

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required, and request any dispensations, under the Localism Act 2011.

**3 MINUTES OF THE PREVIOUS MEETING (11<sup>th</sup> July 2024)**

MOTION: Committee to approve and sign the minutes of the previous meeting.

**4 OPEN MEETING**

Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the chairman of the meeting.

**5 PAYMENTS FOR APPROVAL**

MOTION: Committee to consider approving the invoices for payment listed in the Appendix

MOTION: Committee to consider and decide on approval of any invoices received after the agenda has been issued

MOTION: Committee to nominate 2 councillors to authorise the payments through the bank

**6 CASH BOOK FINANCIALS & BANK RECONCILIATIONS**

MOTION: Committee to note the Financial Reports as at 31/07/2024.

MOTION: Committee to note the Bank Statements at 31/07/2024.

MOTION: Committee to note the Financial Reports as at 31/08/2024.

MOTION: Committee to note the Bank Statements at 31/08/2024.

MOTION: Committee to note the Financial Reports as at 30/09/2024.

MOTION: Committee to note the Bank Statements at 30/09/2024

**7 GRANT APPLICATIONS**

MOTION: Committee to consider and decide whether to approve the grant applications received from:-

- i) St Peters Hospice
- ii) Green Community Travel.
- iii) Floral Friends of Frampton

**8 CHANGE IN INTEREST RATE**

MOTION: Committee to note the decrease in the interest rate for the Cambridge Building Society & Unity Trust Bank

**9 ELECTRICITY CONTRACT**

MOTION: Committee to consider and decide whether to approve electricity contracts for the Pavilion and the Brockeridge Centre

**10 PRICE INCREASES**

MOTION: Committee to note and approve the price increases for the following contracts:-

- I) Canva Pro
- II) DCK Accounting Services

**11 DIRECT DEBIT CHANGE**

MOTION: Committee to note that the direct debit amount for Everflow has altered as this now also includes the waste contract, as well as water

**12 UPDATE ON TENNIS COURT BOOKINGS AND INCOME**

MOTION: Committee to note the tennis court bookings to date, annual memberships subscriptions and income.

**13 PETROL GARDEN EQUIPMENT**

MOTION: Committee to note the income generated from the disposal of the surplus petrol garden equipment and decide where the income should be allocated

**14 WATER FOUNTAINS**

MOTION: Committee to note the information relating to the water fountains and consider any action required.

**15 EVENTS-**

**i) Budget 2024/25 & Budget for 2025/26**

MOTION: Committee to note the Events budget forecast for 2024/25 and consider the budget requested for the 2025/26 financial year.

**ii) Proposed event dates**

Committee to consider the proposed dates for the events for the remainder of 2024/25 and 2025/26

**iii) McMillan coffee morning**

Committee to note the money raised and consider the additional support required in the future

**16 POLICIES**

i) MOTION: Committee to consider and decide whether to approve the Scheme of Delegation

ii) MOTION: Committee to consider the revisions to the following policies:-

- Chemical Pesticide Policy
- Publication Scheme
- Accessibility statement

**17 RISK ASSESSMENTS**

MOTION: Committee to consider the following risks assessments and decide whether to recommend these to Council for approval.

- i) Buildings Risk Assessments
- ii) Outdoor Risk Assessments

**18 ALLOTMENT INSPECTION UPDATE & REQUEST**

MOTION: Committee to note the allotment report on the latest inspections & tenancy renewals.

MOTION: Committee to consider the request from a plot holder to erect an 8x6 poly house on his plot

**19 DATE OF NEXT MEETING**

MOTION: Committee to note the date of the next meeting is 12<sup>th</sup> December 2024

**Members of the public and press are very welcome to attend.**

## Appendix

Payments for Approval by Finance & Governance 17<sup>th</sup> October 2024

## Invoices for Approval

No.	Invoice Number	Company	Description	Net £	VAT £	Gross £	Power to spend
110	22556	ALCA	Cllr Training	45.00	0.00	45.00	LGA1972, S,111
210	GB305634227	Amazon	Copier Paper	29.90	5.98	35.88	LGA1972, S,111
310	GB417JQOABEY	"	Cleaning/office supplies	32.49	6.50	38.99	LGA1972, S,111
410	7628	CPS	Grounds maintenance- Oct 2024	1421.67	284.33	1706.00	PHA1875, S,164
510	22569	ALCA	Cllr Training	45.00	0.00	45.00	LGA1972, S,111
610	22570	ALCA	Cllr Training	45.00	0.00	45.00	LGA1972, S,111
710	0836	Gordons	Playground inspections- Sept 2024	157.50	31.50	189.00	PHA1875, S,164
810	TPC11511	DCK	Accounts service September 2024	296.60	59.32	355.92	LGA1972, S,111
910	28561	Soltech	IT backup	48.00	9.60	57.60	LGA1972,S,151
1010	28570	Soltech	IT equipment, training, warranty	2595.00	519.00	3114.00	LGA1972,S,151
1110		Jubilee 27	Deposit refund	100.00		100.00	Small holding and allotment act 1908,Subs. 23,26 &42
1210	V838093	NHBS	Poster	26.10	0.00	26.10	
1310	1533976805	Trade UK	Paint brushes	12.49	2.50	14.99	LGA1972, S,111
1410	1534451374	Trade UK	Clean wipes	11.24	2.25	13.49	LGA1972, S,111
1510	1539783790	Trade UK	Gate hook and wood	18.52	3.70	22.22	LGA1972, S,111
1610	1541284976	Trade UK	Sealant	16.65	3.33	19.98	LGA1972, S,111
1710	1542541840	Trade UK	Screws	16.66	3.33	19.99	LGA1972, S,111
1810	9161	Dynamic Signs	Do not climb panel	30.00	6.00	36.00	LGA1972, S,111
1910	KPS374897	KCS	Photocopier charges 28/6/24-27/9/24	104.42	20.88	125.30	LGA197, S,133