

**HUNTINGDON TOWN COUNCIL**  
**FINANCE COMMITTEE**

To; All Members of Huntingdon Town Council.

**YOU ARE HEREBY SUMMONSED TO ATTEND**  
a meeting of the  
**FINANCE COMMITTEE**  
to be held in the  
**TOWN HALL, MARKET HILL, HUNTINGDON**  
on  
**THURSDAY 13<sup>th</sup> APRIL 2023 at 7pm**

**REMOTE ACCESS VIA ZOOM AVAILABLE**

6<sup>th</sup> April 2023

*Philip Peacock*

Town Hall  
Market Hill  
Huntingdon  
PE29 3PJ

**PHILIP PEACOCK**  
**TOWN CLERK**

**AGENDA**

73. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence

74. **DECLARATIONS OF INTEREST**

To hear any declarations of interest in items on this agenda (see notes attached)

75. **PUBLIC ADDRESS**

To hear any address to the Committee from members of the public on matters within its responsibility.

76. **MINUTES**

To receive and approve the minutes of the meeting of the Finance Committee held on 24<sup>th</sup> January 2023 (M4) (attached)

77. **GRANTS**

To ratify community grants applications presented at the Grants Sub Committee (attached)

78. **EXCLUSION OF PRESS AND PUBLIC**

To move that the public and the press be excluded from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 as matters which should be regarded as confidential are to be discussed

79. **PROCLAMATION SCROLL**

Members to approve the production cost and presentation of a Proclamation Scroll.

80. **READMITTANCE OF PRESS AND PUBLIC**

To move that the public and the press be readmitted to the meeting

81. **DATE AND AGENDA OF THE NEXT MEETING**

Date to be confirmed at Town Hall, Market Hill, Huntingdon, PE29 3PJ.

<b>This meeting will be serviced by the Town Clerk – 01480 410380</b>
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Copies for information to:

District Councillors; County Councillors; The Chairman and Chief Executive of Huntingdonshire District Council; The Press; Huntingdon Public Library and the Police.

(1) Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.

(2) A Member has a disclosable pecuniary interest if it

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or (ii) a person with whom you are living as husband and wife; or (iii) a person with whom you are living as if you were civil partners and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

(a) any employment or profession carried out for profit or gain;

(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);

(c) any current contracts with the Council;

(d) any beneficial interest in land/property within the Council's area;

(e) any licence for a month or longer to occupy land in the Council's area;

(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or

(g) a beneficial interest (above the specified level) in the shares of anybody which has a place of business or land in the Council's area.

B. Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council's administrative area, or

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

**HUNTINGDON TOWN COUNCIL****FINANCE COMMITTEE**

A meeting of the Finance Committee was held at Huntingdon Town Hall on Thursday 9<sup>th</sup> March 2023.

**MINUTES**

Present: Councillors A Blackwell; K Brockett; D Cole; S Gifford; M Kadewere; P Kennington; B Luckham; A McAdam; S McAdam; A Norton; T Sanderson; P Pearce (Chairman); and K Webb.

Absent: Councillors M Baker and J Cole

**61. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors P Kadewere, G Shiels and S Sweek.

**62. DECLARATIONS OF INTEREST**

There were none.

**63. PUBLIC ADDRESS**

A member indicated that they wished to speak. It was therefore proposed, seconded and

**RESOLVED** to adjourn the meeting.

Cllr S McAdam pointed out that the Noticeboard Working Group formed at the previous meeting of the Finance Committee had not yet met and questioned if there had been any progress. It was noted that this would be chased up, and report would be prepared for the next Finance Committee meeting.

It was then proposed, seconded and

**RESOLVED** to reconvene.

**64. MINUTES**

The minutes of the Finance Committee meeting held on the 24<sup>th</sup> January 2023 (M4) were presented to Members. The Chairman asked Members if there were any comments and with no questions raised, it was then proposed, seconded and

**RESOLVED** to approve the minutes.

*1 Member abstained.*

65. **RECOMMENDATION OF SUB COMMITTEES**

Members had before them the minutes of the Finance Sub Committee meeting held on 9<sup>th</sup> February 2023 (M5) (P&C). It was proposed, seconded and

**RESOLVED** to receive, approve, and adopt the recommendations contained herein.

66. **MONTHLY EXPENDITURE**

Members had before them a copy of the monthly expenditure of Huntingdon Town Council for January and February 2023. The Chairman asked if there were any questions.

A Member had emailed in advance of the meeting concerning some entries, with an email response given by the Finance Manager.

<b>Expenditure</b>	<b>Further Details</b>
HAGS-SMP	Purchase of items for grounds operation machinery by the Head Groundsman
Pro-Serving	Invoice for the movable wall at the Coneygear Centre. Part of a 3-year contract ending in August 2023.
Steelway Fensecure	Invoice for the new dog walking area at Sallowbush Road
R V Electrical	Payment of 3 invoices for work carried out at the Coneygear Centre
Stark Connect	Metering system installed at the Crematorium

With no further comments or questions, it was proposed, seconded and

**RESOLVED** to approve the monthly expenditure for January 2023 and February 2023.

67. **BANK RECONCILIATION**

Members received a copy of the bank reconciliation for months ending 31<sup>st</sup> January and 28<sup>th</sup> February 2023.

The Chairman asked members whether there were any questions, and there were none. It was then proposed, seconded and

**RESOLVED** to approve the bank reconciliation for months ending 31<sup>st</sup> January and 28<sup>th</sup> February 2023.

68. **INCOME AND EXPENDITURE**

Members had before them:

- i. The income and expenditure report from January - February 2023

ii. The Balance Sheet summary

The Chairman asked members whether there were any questions. A Member questioned what had caused the forecasted £366,000 overspend. The Finance Manager explained this was due the rising utility costs, as well as the overestimated Crematorium income. The forecasted overspend had been reduced from £500,000 to £366,000 by monitoring and reducing expenditure, and it was hoped this figure would be reduced further by the end of the financial year.

It was also questioned why £500,000 was drawn down from the CCLA investment account. It was explained that this was part of the Crematorium loan payments, as agreed when setting the 2022/23 budget.

A Member noted that it would be beneficial to schedule Finance Committee meetings in line with the quarterly reports to allow Members to better review and manage the budget.

With no further comments, Members thanked the Finance Manager for her work and noted the reports.

69. **EXCLUSION OF PRESS AND PUBLIC**

The Chairman asked Members whether it was their wish to move that the public and the press be excluded from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and it was

**RESOLVED** to do so.

70. **STAFFING MATTERS**

Members discussed private and confidential matter, which can be found in a private and confidential appendix.

71. **READMITTANCE OF PRESS AND PUBLIC**

The Chairman asked Members whether it was their wish to readmit members of the public and the press to the meeting and it was

**RESOLVED** to do so.

72. **DATE AND AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as to be confirmed.

**CHAIRMAN**

Grants Matrix April 2023 – Submitted

	<b>Organisation</b>	<b>Reasoning</b>	<b>Amount Applied For</b>
1	Armed Forces Day	<p>Project Name: RAF Wyton Armed Forces Day</p> <p>To plan and deliver an annual Armed Forces Day celebration at RAF Wyton for the benefit of the local community (free), family and friends of the armed forces community, Cadets and veterans. The day will celebrate the role the armed forces play and in particular highlight to historical role RAF Wyton has played (Pathfinder Force) and its current role as a hub for Defence Intelligence. The has also been an application submitted for a military fly past or display (hopefully the Red Arrows). Local Charities, Businesses and Vendors have been invited to attend. The RAF Wyton Voluntary Band along with the local Military Wives Choir will provide musical entertainment throughout the day.</p> <p>Project timeline:            Jan 23 – Project committee set up            Feb 23 – grant applications and planning of entertainment. Invitations sent out to charities, businesses, and vendors.            Mar23 – advertising both internally and externally            Apr 23 – tickets (free) available online. Social media campaign            May – Jun – final confirmation of entertainment, air display, vendors and charities attending. Plan layout and brief internally for setup, security, health &amp; safety.            01 July 23 – Armed Forces Day event.</p> <p>Due to the nature of the work carried out at RAF Wyton (Defence Intelligence) there is a need for a certain amount of secrecy. The Armed Forces Day will allow the community with limited access to the site in a safe and secure manner to learn more about the role the station has played in the past (Pathfinder Force) and will continue to play in the future in protecting national interests. It will</p>	£500

Grants Matrix April 2023 – Submitted

		<p>also provide an display of air power (hopefully the Red Arrows TBC) and lots of entertainment for all ages.</p> <p>4000 free tickets will be available on a first come basis. Many residents of Huntingdon are employed at RAF Wyton and the event will also attract the many Armed Forces veterans (particularly from the RAF) who reside in the area.</p>	
2	Friends of Stukeley Meadows	<p>Project Name: Gazebos for outdoor fundraising events</p> <p>Every year we run two main outdoor events, our Summer Fete and our Inflatabounce events. We often do borrow gazebos from the Town Council but realise that this is not sustainable, and we often have events that's occur at the same time. It would be ideal that we have some of our own gazebos that we can have on site.</p> <p>The summer fete is our biggest funding raising event of the year which hosts a range of activities to raise money. We have a variety of external stalls, tombola, raffle, bouncy castles, food, arts and crafts, glitter tattoos, and a range of fun games. Our most popular activities are the stocks especially when our headteacher hops into them- children absolutely love throwing a wet sponge at him all in the name of fundraising (-:</p> <p>We have found in particularly hot weather that our volunteers and children get extremely hot in what is a mostly open playground and gazebos will provide protection from the elements when needed especially when people are out there for 4-5 hours at a time.</p> <p>The gazebos will continue to support our fundraising activities to continue the work that we do to provide additional activities and extra learning provision in school.</p> <p>We have 400 children in school that will benefit from the support to purchase gazebos that will benefit our funding raising activities. For</p>	£500



Grants Matrix April 2023 – Submitted

		<p>our bigger events such as the Summer Fete which is also open to our wider community.</p> <p>FOSMs runs fundraising events throughout the year, and we always ensure that at least one event is run free of charge each year. For all of bigger events such as Christmas Fair and Summer Fete, and discos, that we offer a range of activities that are either free or affordable prices. As a school we also ensure that children that are disadvantaged we ensure that tickets are offered to the family so that the children can attend at no cost.</p>	
3	Huntingdon Girls' Football Club	<p>Project Name: Coach Development and Education</p> <p>As the club has grown, we have expanded the number of teams and therefore coaches. The aim is to have all coaches follow the FA coaching course pathway.</p> <p>The FA coaching course pathway is divided into three principal strands. The first entry point and foundation for all coaches is Introduction to Coaching Football (previously Level 1) which is a certificated course and allows progression through UEFA C Licence (previously Level 2) and UEFA B Licence (prev. Level 3) up to the UEFA A Licence which is the qualification held by the managers of high-level clubs and national teams. The second strand offers specialized training courses concentrating on targeted areas of the game such as football for the disabled and goalkeeping. The last strand focuses exclusively on the youth game and the need for different skills and tactics as players develop physically and mentally and progress through the game.</p> <p>There are two types of FA coaching courses available, local, and national. The local courses are run by individual county football associations and tend to concentrate on the earlier stages of coaching development. Intro and UEFA C are always run on a local basis because there is such a huge demand for these courses all over the country. As a rule, Intro and UEFA C are run online or over 2/3</p>	£500

Grants Matrix April 2023 – Submitted

		<p>(usually consecutive) weekends which allows them to be accessible for volunteers and fit in with work commitments etc or over weekends with short evening sessions.</p> <p>Safety and fun are the key elements of these initial levels (particularly in intro) and new coaches are taught FA Emergency Aid and Safeguarding Children in Football as part of the Intro to Coaching Football course. The actual coaching is not forgotten however, and several hands-on football coaching drills are included with the final assessment being based on the successful delivery of one of these drills.</p> <p>Having our coaches trained to recognised levels creates a standard for our club and volunteers to help local girls enjoy football in a supportive and healthy environment.</p> <p>Almost of all team players are from Huntingdon. All Committee members and coaches and volunteers reside in Huntingdon.</p>	
4	Hinchingbrooke Hospital Garden Volunteers	<p>Project Name: Summer and Autumn planting</p> <p>To maintain colour and interest and to add to the basic structure of the garden.</p> <p>We received many compliments from staff who use the gardens for informal meetings and their lunch breaks, the gardens provide an outside space and some fresh air, and staff feedback says that they feel better moving out of their work area to destress.</p> <p>May and June - we aim to be planting in containers with summer bedding and border plants          October and November - as above but with plants to brighten through the winter</p> <p>We also received compliments from visitors and patients who enjoy short visits to the gardens as respite to long stays in hospital. It gives them a change of scenery and brightens their mood.</p>	£500.00 - (£300 for summer planting, £200 for winter) or as recommended by our Lead Gardener Rosemary Styles.

Grants Matrix April 2023 – Submitted

		For the volunteers who gain enjoyment through meeting both patients, families and Trust colleagues.	
5	Huntingdon Library	<p>Project Name: Summer Reading Challenge</p> <p>The grant would be used to fund events and activities for this years Summer Reading Challenge at Huntingdon library. The Summer Reading Challenge scheme is aimed at children aged 4-11 to promote reading and to retain their literacy skills over the summer holidays. Last year we had over 500 children join the scheme which was the highest number across the whole county. Many of these children and their parents make multiple visits to the library and the town.</p> <p>The grant would be used to cover extra staffing costs to help us go into school assemblies to promote the challenge, plan, and run events, including possible author/artist talks or workshops or materials, to create craft activities.</p> <p>Events and activities to support the promotion and completion of the Reading challenge £300</p> <p>Additional staffing resource to support the promotion and delivery of the challenge (E.g. Assemblies, volunteer recruitment, supervising events, etc.) - £200 <i>To be paid for by Cambridgeshire Libraries</i></p> <p>Promotional Materials, SRC Stationary (including medals, certificates, stickers, etc) – £200.00</p> <p>The Summer Reading Challenge is a big benefit to children, parents, and local schools as it helps to keep children interested in reading and prevents the dip in their learning that happens naturally over the school holidays.</p>	£500

Grants Matrix April 2023 – Submitted

		The scheme is also beneficial to businesses of Huntingdon as it draws in more people to the library and hence to the town, which means increased footfall and potential customers.	
6	MAGPAS	<p>Project Name: Pharmacy drugs and equipment</p> <p>In order to treat critically ill and injured patients experiencing severe pain, Magpas medics use strong painkillers and specialist equipment not routinely carried by land ambulance crews and usually only found in hospital A&amp;E departments. This pain relief is essential to sedate and stabilise a patient so that they can be treated quickly at the scene, increasing their chances of survival and reducing the risk of severe disability.</p> <p>Magpas Air Ambulance medics have access to a broad spectrum of drugs and equipment – many only usually found in hospital A&amp;E departments. Some of the most commonly used drugs are:</p> <p>Levobupivacaine - A local anaesthetic which can be used to perform a nerve block where inserting a cannula into a vein is problematic. In the event of a serious leg injury the drug can be injected into the groin to block the nerve and stop it working, relieving the patient of severe pain following a fall or break.</p> <p>Tenecteplase – this breaks up clots in the lungs or heart, for example in cardiac arrests. It can be used in a patient who is awake. It works by activating the body’s natural mechanism for breaking down clots in the event of a heart attack or pulmonary embolism.</p> <p>Tranexamic acid – this drug is a pro-clotting agent which helps blood clot where a patient may have concealed internal bleeding. It is used in nearly all trauma patients.</p> <p>Fentanyl – a strong painkiller used regularly for patients with broken bones and chest injuries. Often patients can be very agitated when in pain and this drug is up to 100 times stronger than morphine. It is only carried by doctors and not carried by land ambulance crews. Fentanyl is very fast acting and has lesser side effects than morphine.</p>	£500

		<p>Ketamine – also not used by land ambulance crews and is incredibly versatile. Given in low doses it is a strong painkiller. A medium dose would be used to sedate a patient – especially useful if a patient has a fracture or break and the bone requires manipulation. In high doses ketamine can be used to anaesthetise a patient. It doesn't affect blood pressure and is easy to calculate using body weight.</p> <p>The drugs outlined above are some of Magpas Air Ambulance's most frequently used treatments, with Ketamine being administered 196 times in 2021, and Fentanyl administered 158 times. They are absolutely essential to the care the charity provides.</p> <p>Magpas medics also use equipment usually only found in hospital for treating critically ill and injured patients. For example, doctors and paramedics use fluid warmers to prepare blood and saline to ensure they are the right temperature before being delivered to patients via a drip.</p> <p>Magpas Air Ambulance doctors and paramedics receive specialist training in how to use these powerful drugs and are regularly required to anaesthetise and sedate patients who are in distress and suffering from life-threatening injuries.</p> <p>Maintaining a sufficient stock of pharmaceuticals is essential in ensuring we can relieve patients discomfort and pain and save lives across the East of England and beyond.</p> <p>By delivering hospital level care at the scene, the charity is able to help make sure patients are treated as efficiently and effectively as possible, boosting patients' chances of survival and reducing disability.</p> <p>We regularly treat patients in Huntingdon – in 2022 we treated over 60 patients from the area, visiting at least once a week. Your residents can be anywhere when they need us though – commuting to work, out in an isolated field or out shopping. Wherever they are, we will travel to provide our care.</p>	
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Grants Matrix April 2023 – Submitted

7	SATG	<p>Project Name: “Stagetext” performance during the run of “Much Ado About Nothing”</p> <p>To improve accessibility to one of our performances to support people with a range of hearing impairments. For one performance, this consists of the full text, as delivered on stage by the actors, being displayed above the stage as it is spoken. A specialist company, “Stagetext”, provides the equipment, an installation engineer and an operator who ensures the text is accurately displayed on the performance night.</p> <p>This supplements our electronic hearing aid loop and sound reinforcement system which are in place throughout our two-week run of 11 performances.</p> <p>This helps to support people with a range of hearing impairments. Having run this project for several years we know it is successful from the many positive comments from audience members. Also, an additional benefit has been reported concerning younger members of our audience. We have reports that they have had an increased enjoyment of the production, seeing the text whilst watching the performance.</p> <p>A full house at one performance is 224 people. We actively promote this performance with targeted publicity to groups in the local area. The vast majority (approx. 1800-2000) of our total audience of 2400 are from Huntingdonshire. It is difficult to assess the number of those who live actually within the Huntingdon Town boundary.</p>	£500
8	Huntingdon Riverside Gala	<p>Project name: Huntingdon Riverside Gala</p> <p>Free community family fun day, stage and bands, fun dog show, live wrestling, dinosaurs, petting farm, bouncy castles, performance arena, stilt walkers, circus acts and much more a fun packed day for everyone to enjoy. To show case local talent in the performance arena, stalls for local charities and small businesses. The event is free to all the residents in Huntingdon, we are trying to keep all the attractions as free as possible, so that everyone can attend and enjoy a fun packed day.</p>	£1,000 requested

Grants Matrix April 2023 – Submitted

		<p>The grant would be used to cover cost of security &amp; bins.</p> <p>(no further information was provided)</p>	
9	Hartford Village Hall	<p>Project Aim: Christmas Lights Events</p> <p>The grant is for Hartford Village Hall’s Christmas lights event, including the hire of a snow machine and additional lights. The application was submitted 14<sup>th</sup> December 2022. Two requests were sent by the Democratic Officer requesting more information, none were received.</p>	£480