

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
TOWN HALL, MARKET HILL, HUNTINGDON
on
THURSDAY 14th SEPTEMBER 2023 AT 7PM
(following the Grants Sub Committee)

7th September 2023

Philip Peacock

Town Hall
Market Hill
Huntingdon
PE29 3PJ

PHILIP PEACOCK
TOWN CLERK

AGENDA

30. APOLOGIES FOR ABSENCE

To receive any apologies for absence

31. DECLARATIONS OF INTEREST

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

32. PUBLIC ADDRESS

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

33. MINUTES

To receive and approve the minutes of the meeting of the Finance Committee held on 27th July 2023 (M2) (attached)

34. **GRANTS**

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

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

Thursday 9th November 2023, at the Town Hall, Market Hill, Huntingdon

This meeting will be serviced by the Town Clerk – 01480 410383

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 any body 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 27th July 2023 at 7pm.

MINUTES

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

Absent: None.

16. APOLOGIES FOR ABSENCE

Apologies were received from Councillors M Kadewere and P Kadewere.

17. DECLARATIONS OF INTEREST

Cllr D Cole declared an interest under Item 27 – website tender.

18. PUBLIC ADDRESS

There was none.

19. MINUTES

The minutes of the Finance Committee meeting held on the 1st June 2023 (M1) 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.

20. MONTHLY EXPENDITURE

Members had before them a copy of the monthly expenditure of Huntingdon Town Council for May 2023 and June 2023. Members had been asked to email any questions to the RFO in advance of the Meeting.

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

Expenditure	Further Details
Kohler Power	Cremator annual maintenance
NG Bailey	Maintenance across various sites
AV Expert	Military parade event
Nomix Enviro	Tools for Estates Team
Really Good Branding	Purchase of deck chairs supported by HDC grant

The Chairman suggested that moving forwards, the RFO would collate all questions received regarding the monthly expenditure and send the response to all Members rather than replying individually to avoid answering the same questions multiple times.

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

RESOLVED to approve the monthly expenditure for May 2023 and June 2023.

21. **BANK RECONCILIATION**

Members received a copy of the bank reconciliation for months ending 31st May 2023 and 30th June 2023.

The Chairman asked Members whether there were any questions. There were none.

It was proposed, seconded and

RESOLVED to approve the bank reconciliation for month ending 31st May 2023 and 30th June 2023.

22. **INCOME AND EXPENDITURE**

Members had before them:

- i. The income and expenditure report for the 1st quarter (April-June 2023)
- ii. The Balance Sheet summary

The RFO informed Members that within the first quarter, the Council had received 27.9% of the income expected for the year, and had spent 21% of the budgeted expenditure. Income from the crematorium was expected to increase through the winter months.

Members noted the reports with thanks.

23. **TWINNING SERVICE LEVEL AGREEMENT**

- i) It was explained that a meeting had taken place between HTC, Godmanchester Town Council and the Huntingdon & Godmanchester Twinning Association to discuss the councils' ongoing contributions to HGTA. It had been suggested that the amount contributed be calculated based on each town's council tax base, increasing by 15p per dwelling each year for the remainder of the current council term. It was explained that agreeing the contribution in advance would allow HGTA to plan ahead for their activities, and allow HTC and GTC to budget for their contributions.

A Member questioned if HGTA's free hires at the Town Hall were taken into account when calculating the contribution and it was confirmed that they were.

It was noted that a working group including representatives from HTC, GTC and HGTA would be set up to continue discussions on the SLA review.

- ii) Members had previously deferred payment to HGTA until discussions with Godmanchester Town Council had taken place regarding their contribution. It had since been confirmed that GTC had made their payment.

It was then proposed, seconded and

RESOLVED to agree the payment of the Town Council's financial contribution of £5,000 for 2023/24 to the Huntingdon & Godmanchester Twinning Association.

24. 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.

25. NOTICE BOARDS

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

26. CHRISTMAS LIGHTS TENDER

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

27. WEBSITE TENDER

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

28. 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.

29. DATE & AGENDA OF THE NEXT MEETING

The date of the next meeting was noted as Thursday 14th September 2023.

Chairman

Grants Matrix September 2023 – Submitted

	Organisation	Reasoning	Amount Applied For
1	Huntingdon Youth Theatre	<p>Huntingdon Youth Theatre provides theatrical training and performance opportunities to all young people regardless of experience, background or abilities.</p> <p>Project Aim To build appropriate storage facilities for our electrical equipment in space provided for us at the Commemoration Hall. Purchase and installation of adequate shelving units to keep electrical equipment secure and dry. Project will start as soon as grant funding is agreed and will be completed as soon as purchase and installation can be arranged (hopefully within months).</p> <p>This will help towards our aim of allowing young people in the community to develop their skills, confidence and independence in a way that does not exist elsewhere. Provision of specific equipment is a vital part of our process.</p> <p>Storage racks x4 @ £109.00 ea. £436.00 Storage boxes 8 box bundle @ £136.00 Total cost £572.00</p> <p>£500 to part fund this project. HYT will raise the rest.</p>	£500
2	Unearthed Discovery Centre CIC	<p>A Community Interest Company looking to open a National Centre of Prehistory in Huntingdonshire, with the aim to make learning about prehistoric life accessible to everyone regardless of age, ability or background.</p> <p>Project Aim: Museum, Educational Activity Centre and preparation Laboratory with</p>	£500

		<p>the aim to educate about, conserve and preserve Fossils found both in the UK and Worldwide but a main focus of specimens being discovered in Cambridgeshire.</p> <p>To give a safe space for people of all ages, abilities and background to learn about prehistoric life, space to connect with nature and see the animals and plants from the past that still live today. Give Volunteering, Job and Apprentice opportunities to people in the local area.</p> <p>Bring tourism to the area to help boost the local community, by working with local businesses to ensure people who visit us have a chance to explore the area and what it has to offer.</p> <p>Start Date: We have started talks with councillors and other funding companies to help us reach our target</p> <p>End Date: Open to the public by January 2024</p> <p>Facilities to be available at this new Centre are:</p> <ul style="list-style-type: none"> · Museum—regularly changing displays of local and world wide fossil and mineral specimens · Prehistoric educational Children's Activities—Hands on learning experience accessible for all ages and abilities · Fish Bowl preparation Laboratory—To preserve and conserve prehistoric evidence to aid research and education of what lies beneath our feet, on full view to the public. · Living fossil walk– a walk through a selection of living fossil from plants to animals. · Dinosaur Walk—Walk around the most up to date Dinosaur sculptures with emphasis on Dinosaurs found in the UK . · Events—dedicated events throughout the year based on prehistoric subjects. · Excavation Call out Team– A hub for our exaction team to be on 24/7 call out to any reported prehistoric discoveries. · Education—A safe environment for Schools and organisations to come and learn all about what lies beneath our feet. <p>We have already started talks with councillors, pre planning applications and other funding companies to help us reach our overall target of £1.65 million.</p>	
--	--	--	--

Grants Matrix September 2023 – Submitted

		<p>We are aiming to have everything ready for us to open to the public by January 2024.</p> <p>Total cost will be £2 million £1.65 million to purchase the site £350000 to refurbish existing buildings to a standard we can open to the public. 500,000 to go towards our total to fund raise to make this project a reality</p>	
3	Cornerstone Care in Confidence	<p>Cornerstone offers 6-week antenatal courses at our centre in Huntingdon, these 90 minutes courses are organised and administered by us and are hosted by someone from the Children’s Centre. The classes aim to reach those women for who NHS classes may not be suitable. Typically, the women attending these courses are vulnerable – they may face social, emotional or financial difficulty, be homeless or be a teenage parent.</p> <p>The aim of these classes is to offer women structured, antenatal support in a small and intimate environment where they can easily develop friendships and talk more openly about their hopes and fears. The service is demand responsive, but usually run 3 or 4 antenatal courses each year for between 4 and 9 women.</p> <p>Participants are offered a variety of refreshments and given a free gift bag with various baby items, including baby towel, toiletries, newborn nappies, items for hospital bag etc. They are also afforded the opportunity to get additional items from our baby boutique for their babies at no charge.</p> <p>Project aim: to provide an antenatal course in 2024 for expectant parents.</p>	£500

Eligibility

		already made an application in April 2022	supports either an individual or private business	running costs of any organisation	is the prime responsibility of any government body	improves or benefits private land or property	project has already been completed or will be completed by the time of the grant	organisation is outside of the town and doesn't directly benefit Huntingdon	supports or opposes any political party	discriminates on grounds of gender, race, disability, sexual orientation, religion, belief or age
1	Huntingdon Youth Theatre									
2	Unearthed Discovery Centre CIC									
3	Cornerstone Care in Confidence									