

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

VIRTUALLY VIA ZOOM

Press & Members of the Public

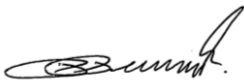
please see note on how to access at bottom of this Agenda

on

THURSDAY 5TH AUGUST 2021

Following the Leisure & Community Services Committee meeting.

30th July 2021



Town Hall
Market Hill
Huntingdon
PE29 3PJ

**PHILIP PEACOCK
TOWN CLERK**

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence

2. **APPOINTMENT OF VICE CHAIRMAN**

To appoint a Vice Chairman to the Finance Committee for the local government year 2021/22

3. **DECLARATIONS OF INTEREST**

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

4. **PUBLIC ADDRESS**

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

5. **MINUTES**

To receive and approve the minutes of the meeting of the Finance Committee held on 24th June 2021 (M6) (attached)

6. **APPOINTMENT OF SUB COMMITTEES**

To appoint the following sub-committees for the ensuing local government year and the membership thereof:

- i) Finance Sub-Committee (for recommendations relating to finance policy and other strategic financial matters): to appoint 9 Members to the Finance Sub Committee for the ensuing local government year
- ii) Grants Sub Committee: to appoint 9 Members to the Grants Sub-Committee for the ensuing local government year
- iii) Lettings Sub Committee: to appoint 9 Members to the Grants Sub Committee for the ensuing local government year
- iv) Staffing Sub Committee: to appoint 9 Members to the Staffing Sub Committee for the ensuing local government year
- v) Twinning Sub Committee: to appoint 9 Members to the Staffing Sub Committee for the ensuing local government year

7. **MONTHLY EXPENDITURE**

To receive and approve the monthly expenditure for June 2021

(Members to email any questions in advance of the meeting to the Finance Officer, Town Clerk and Chairman of the Finance Committee)

8. **BANK RECONCILIATION**

To receive and approve the bank reconciliations for the month ending 30th June 2021

9. **BUDGET VS ACTUALS**

To receive and note the budget vs actuals up to 31st July 2021 (attached)

10. **INVOICES OVER £1000**

To receive and approve invoices for over £1000 approved by the Town Clerk using delegated powers (attached)

11. **CREMATORIUM**

To receive and approve reports from the Crematorium Manager (attached)

(Members to email any questions in advance of the meeting to the Crematorium & Cemeteries Manager)

12. **EXCLUSION OF THE PUBLIC AND PRESS**

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

13. **SALLOWBUSH TWO**

To receive a report from Town Clerk concerning the future of this site (P&C report attached)

14. **READMISSION OF THE PUBLIC AND THE PRESS**

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

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

Date TBC, at the Town Hall, Huntingdon, PE29 3PJ

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.

For Members of the Public or Press to join the Zoom meeting, you will require an access number / code. Please email town.council@huntingdowntown.gov.uk to request this access, stating your name and address and business(if applicable) please. You will be emailed the access details

HUNTINGDON TOWN COUNCIL**FINANCE COMMITTEE**

A meeting of the Finance Committee was held at the Coneygear Centre on Thursday 24th June 2021 at 7pm.

MINUTES

Present: Councillors: A Beevor; A Blackwell; J Cole; C Doyle; S Gifford; V Hufford; M Kadewere; P Kennington; S McAdam; A McAdam; P Pearce (Chairman); T Sanderson; S Sweek and K Webb.

In Attendance: Helen Merrick, Responsible Financial Officer and 1 member of the public.

CLERK'S NOTE: Apologies were received from the Town Clerk, Cllr A Beevor was late to the meeting due to difficulty accessing the Coneygear Centre.

67. APOLOGIES FOR ABSENCE

Apologies were received from Councillors M Baker, P Brown, B Luckham and T Shrapnel and P Kadewere.

68. DECLARATIONS OF INTEREST

There were none.

69. PUBLIC ADDRESS

There was a member of the public in attendance who wished to speak. It was proposed, seconded and

RESOLVED to adjourn the meeting.

The Chairman noted that though the question from the member of public was not relevant to the Finance Committee, Members would hear his question and respond in an appropriate manner. The Chairman invited the member of public to speak.

A resident highlighted that pedestrian access to the Coneygear Centre was very difficult, as there was no safe footpath.

A resident raised concerns regarding electric scooters, as a victim of near accidents due to dangerous driving on the roads and on the pavement. It was noted that no license or training was required to use an electric scooter. They were a hazard to members of the public with visual impairment. Stronger regulations, police presence and CCTV monitoring was requested to identify culprits. The Chairman noted that e-scooters were an issue, however Huntingdon Town Council does not have the power to respond to this issue, as it was under the Police's remit.

Concerns regarding litter and fly tipping around Huntingdon Town was raised, including along verges of roads and paths. A resident requested that the recycling centres were improved, as the new booking system (COVID safety measures) made it difficult for residents. It was noted that the charges to collect rubbish were not accessible for all residents, which encouraged fly tipping. The Chairman responded that Huntingdonshire District Council were responsible for waste management. The Mayor and a team of Councillors organised a regular litter pick around the green areas in Huntingdon.

It was advised that the Mayor would add this item onto the agenda to be raised at his next meeting with Huntingdonshire District Council.

The Chairman thanked the member of the public for attending the meeting and raising his concerns. It was proposed, seconded and

RESOLVED to readjourn the meeting.

70. **MINUTES**

The minutes of the Finance Committee meeting held on 29th April 2021 (M5) were presented to Members. The Chairman asked Members if there were any comments, there were none. It was proposed, seconded and

RESOLVED to approve the minutes, which were signed by the Chairman.

71. **MONTHLY EXPENDITURE**

Members had before them a copy of the monthly expenditure reports of Huntingdon Town Council for April 2021 and May 2021. Members were requested to email any questions or comments to the Responsible Finance Officer (RFO), Town Clerk and Chairman of the Finance Committee prior to the meeting.

The Chairman asked the RFO if any questions had been submitted prior to the meeting. The Chairman noted two comments:

- The CCTV monitoring invoice from 1st April 2021, was the invoice from the previous year (2020-2021), as HTC had not received an invoice for that year.
- The Energise invoice (23rd April 2021) for eco audit was mentioned, the invoice was paid prior to the audit. The RFO noted that the spreadsheet with all the required information (fuel use, electricity use, purchasing information etc) for the audit was submitted to Energise and they will now complete the audit with the new information. There were no further comments or questions.

It was proposed, seconded and

RESOLVED to approve the monthly expenditure for April 2021 and May 2021 and the report was signed by the Chairman.

72. **BANK RECONCILIATION**

Members received a copy of the bank reconciliation for the months ending 30th April 2021 and 31st May 2021. The Chairman asked Members whether there were any questions. There were none.

It was proposed, seconded and

RESOLVED to approve the bank reconciliation for months ending 30th April 2021 and 31st May 2021. Copies of the bank reports were signed by the Chairman.

73. **BUDGET VS ACTUALS**

Members had before them a copy of the budget vs actuals up to the 31st May 2021. The Chairman asked Members for any questions or comments.

A Member asked about impact of the delay in the opening of the crematorium on the budget and precept, as the predicted income was not yet being received. The RFO noted that the figures for the opening of the crematorium were based on estimates. Once the crematorium opens, it will offer more services than Huntingdon Town Council currently offer which may create new income streams. However, it was possible that some capital purchases and projects may be postponed until the next financial year to allow flexibility in the budget. It was noted that significant savings had been made to the staffing budget, and the income from Town Hall bookings was higher than predicted.

Members received and noted the budget vs actuals up to 31st May 2021.

74. **INTERNAL AUDIT**

Members had before them a copy of the internal audit. The Chairman extended thanks to the RFO for her hard work in completing the internal audit remotely. The Chairman asked Members for any comments or questions, there were none.

Commented [GB1]:

Members received and noted the internal audit for 2020 - 2021.

75. **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDING 31ST MARCH 2020**

Members were presented with a copy of Huntingdon Town Council's Annual Report and Financial Statements for year-end 31st March 2020. The Chairman asked Members whether there were any questions or comments.

The Chairman noted the importance of HTC working from a solid financial foundation, which included robust financial reserves. All accounts were now replenished, including general reserves, CIL and S137. Thanks were extended to Members and Officers for achieving this.

It was proposed, seconded and

RESOLVED to recommend approval of the annual report and financial statements for year-end 31st March 2020.

76. **GRANTS**

The following grant applications were heard at a previous Finance Committee; however, Members requested more information, which they had before them.

- i. The Huntingdon Carnival requested grant of £500, towards a public

address system for their community event. It was confirmed that the request met the eligibility criteria. The Chairman asked for any comments or questions, there were none. It was proposed, seconded and

RESOLVED to approve a grant of £500 from the community grant fund for the Huntingdon Carnival.

10 - APPROVE
4 - ABSTAIN

- ii. Last year Members approved a 50% rent reduction every month for the Indoor Bowls Club, to assist during the pandemic. The Indoor Bowls Club requested an extension on the rent reduction to help them reform the club following the financial difficulties of the last year. The Chairman asked Members for questions or comments.

A Member raised concerns that extending the offer may open the door and create difficulties for other HTC tenants. It was suggested that the 50% rent reduction was extended until September, when the indoor bowls season starts to enable the members to receive both COVID jobs and to help the club to get back on their feet.

It was proposed, seconded and

RESOLVED to receive more information from the Town Clerk before making a decision on the proposed rent reduction.

77. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as 5th August 2021 at the Coneygear Centre at 7.00pm.

CHAIRMAN