

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 29th APRIL 2021 at 6:30PM

23rd April 2021

P R Peacock

PHILIP PEACOCK
TOWN CLERK

Town Hall
 Market Hill
 Huntingdon
 PE29 3PJ

AGENDA

52. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence

53. **DECLARATIONS OF INTEREST**

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

54. **PUBLIC ADDRESS**

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

55. **MINUTES**

To receive and approve the minutes of the meeting of the Finance Committee held on 18th March 2021 (M4) (attached)

56. **RECOMMENDATION OF SUB COMMITTEES**

To receive and approve the minutes of the meetings of:

- i) P&C Staffing Sub Committee – 18th March 2021 (M4) (attached)

57. **MONTHLY EXPENDITURE**

To receive and approve the monthly expenditure for:

- i) March 2021 (attached)

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

58. **BANK RECONCILIATION**

To receive and approve the bank reconciliations for:

- i) Month ending 31st March 2021 (attached)

59. **OVER £1000 INVOICES**

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

60. **GRANTS**

- i) To consider applications for financial award (matrix attached)
- ii) To receive thanks from Cambridgeshire Search and Rescue following grant award (attached)

61. **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

62. **STAFFING SUB COMMITTEE**

To discuss and approve any matters usually covered under the Staffing Sub Committee (P&C items attached)

63. **CREMATORIUM CHARGES**

To consider and approve proposed fees for Huntingdon Crematorium (P&C report and appendices attached)

64. **BANK SIGNATURES**

To receive a verbal update on bank signatures

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

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

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

Thursday 24th June 2021

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 virtually over Zoom on Thursday 18th March 2021.

MINUTES

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

Absent: Councillor: M Baker

Cllr Sweek addressed Members to apologise for a breach of the code of conduct in relation to social media. Members were reminded to be mindful of any social media use, especially during purdah.

40. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors P Brown and A Diaz.

41. **DECLARATIONS OF INTEREST**

There were none.

42. **PUBLIC ADDRESS**

There was none.

43. **MINUTES**

The minutes of the Finance Committee meeting held on 28th January 2021 (M1) 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 would be signed by the Chairman at a later date.

44. **MONTHLY EXPENDITURE**

Members had before them a copy of the monthly expenditure of Huntingdon Town Council for January and February 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.

With no further questions or comments. It was proposed, seconded and

RESOLVED to approve the monthly expenditure for January and February 2021 and the reports would be signed by the Chairman at a later date

45. **BANK RECONCILIATION**

Members received a copy of the bank reconciliation for the months ending 31st January and 28th February 2021. The Chairman asked Members whether there were any questions. There were none. It was proposed, seconded and

RESOLVED to approve the bank reconciliations for month ending 31st January and 28th February 2021 and copies of the bank reports would be signed by the Chairman at a later date.

46. **BUDGET VS ACTUALS**

Members were presented with the Budget vs Actuals up to 28th February 2021. The Chairman asked for comments and questions.

A Member noted that references to the 'new Medway Centre' should be updated to the Coneygear Centre.

It was then proposed, seconded and

RESOLVED to note the budget vs actual up to 28th February 2021.

47. **OVER £1,000 INVOICES**

This item was discussed after Item 48.

Members were presented with a report including a list of over £1,000 invoices the Town Clerk approved using delegated powers during government lock down due to the coronavirus pandemic.

It was proposed, seconded and

RESOLVED to approve the list of over £1,000 invoices the Town Clerk approved using delegated authority.

48. **ENERGY EFFICIENCY REPORT**

Members had before them a report containing quotes for an energy efficiency report for Huntingdon Town Council. It was explained that one quote was for a more basic report while the other was a more in depth, ongoing project.

Members questioned the impact of going for the lower cost option in terms of doing more work in-house. It was noted that the main issue would be staff time. It was also pointed out that staff did not have the expertise to undertake a professional level audit themselves.

Members asked if there was budget available for the project, and the RFO confirmed the project could come out of the professional fees budget.

Members felt the quote from Energise was more suited to the achieve the Council's environmental goals, and it was proposed, seconded and

RESOLVED to accept the quote from Energise for £8820.

49. **INVESTMENT STRATEGY 2021/22**

Members had before them the investment strategy for 2021/22. It was explained that the strategy covered the Council's long-term investments and

loans. It was also noted that the loan from HDC for the Coneygear Centre would be repaid within the current financial year (2020/21).

It was then proposed, seconded and

RESOLVED to approve the investment strategy for 2021/22.

50. **INTEREST RATE REPORT**

Members had before them the interest rate report. The RFO explained that if the Bank of England interest rate was to change to a negative rate, the Council may not get back what it invested. It was noted that there was no indication this would happen, but that the Council should be prepared. It was noted that the Council would continue to monitor the Bank of England base rate, and it was then proposed, seconded and

RESOLVED to note the report with thanks.

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

The date of the next meeting was noted as Thursday 29th April 2021, via Zoom.

CHAIRMAN