

Notice of Meeting: Finance & General Purposes Committee
Time: 7.00pm
Date: 8th December 2021
Venue: Great Shelford Pavilion, Great Shelford Recreation Ground, Woollards Lane, Great Shelford, CB22 5LZ

To All Members of the Finance & General Purposes Committee

You are hereby summoned to attend the Finance & General Purposes Committee Meeting of Great Shelford Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting.

The meeting is open to members of the public (including the press), but is not a public meeting.

Libby White

Mrs Libby White BEM FdA FSLCC – Clerk/Proper Officer, 3rd December 2021

1 Apologies for Absence

2 Councillors' Declarations of Interest

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

3 Public Participation Session (10 min)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.

4 Approval of Minutes

To approve the minutes from the Finance & General Purposes Committee Meeting held 18th August 2021.

5 Matters Arising (for information only)

6 Council Administration Matters

- a) To consider the current situation of the:
 - i. Draft lease for the Tennis Club
 - ii. The lease for the Scout Hut
 - iii. The lease for the Memorial Hall.
- b) To consider, approve and adopt the draft Health & Safety Policy.
- c) To consider, approve and adopt the Scheme of Delegation and remaining Terms of Reference for Committees and Working Groups.
- d) To consider, approve and adopt the Protocol to Mark the Death of a Senior Head of State.

7 Finance Matters

- a) To consider the financial situation of the council and approve Bank Reconciliations as at 30th November 2021.
- b) To receive and approve invoices for payment as listed at the end of the agenda.
- c) To consider the quotations received from IT companies following the November meeting of the Full Council.
- d) To consider the ongoing work of the action group opposing CSET and to consider Great Shelford Parish Council's role.

- e) To consider the Budget for 2022/23 and to make recommendations to Full Council for approval in January in preparation to make the Precept Request.

8 Highways Matters

To consider the recommendation of the Traffic & Transport Infrastructure Working Group on which Traffic Consultant to engage with and to understand the costings.

9 Motion to Exclude

That under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

10 Contractual Matters

- a) To consider the tenders received for the grounds maintenance contract for the village.
 b) To consider any matters with respect to employment as necessary including starting the process to recruit an Assistant Clerk.

11 Motion to Re-Admit the Public and Press

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

12 Matters for Future Consideration

13 Date of next Meeting: 19th January 2022 (Full Council)

Any business to be considered by the Council must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

8th December 2021 – Item 7b

Inv Date	Inv No	Company	Description	Net Value	VAT	Invoice Total
19-Nov-21	INV 0998	Salix Embroidery	Work and Safety wear	£277.80	£55.56	£333.36
22-Nov-21		Cambridge City Council	Application - Building Name change	£30.00	£ -	£30.00
20 Sep 21	242291	CGM Group	Cemetery & Cycle way grass cutting	£ 236.36	£ 47.27	£ 283.63
1 Oct 21	243615	CGM Group	Cemetery Grass Cutting	£98.18	£19.64	£ 117.82
1 Oct 21	243616	CGM Group	Rec Ground Pitch Marking	£45.00	£9.00	£ 54.00
1 Oct 21	243617	CGM Group	Rec Ground Grass Cutting	£68.50	£13.70	£82.20
9 Nov 21	9155AKQ136	Travis Perkins	Post Crete for Lifebuoys	£7.50	£1.50	£ 9.00
16 Nov 21	6287807	ESPO	Stationery and Cleaning Products	£86.95	£17.39	£104.34
25 Nov 21	10113	An Extra Pair of Hands	Gardening	£90.00	£ -	£ 90.00
26 Nov 21	1121	Virgin	Wifi @ Memorial Hall	£41.75	£8.35	£50.10
26 Nov 21	SIN1915086	PPL PRS	Music License for Pavilion	£ 392.27	£78.45	£470.72
29 Nov 21	CN 196217	CGM Group	Credit for Cemetery Overcharge	£-98.18	£-19.64	£-117.82
29 Nov 21	S10002822	Fibregrid	Grates for river steps	£1,399.00	£279.80	£1,678.80
30 Nov 21	243367	CGM Group	Recreation Ground maintenance	£235.11	£47.02	£282.13
30 Nov 21	77002874	Dardan Security	November Security Patrols	£365.25	£73.05	£ 438.30
30 Nov 21	F0173318	Carter Jonas	Valuations of PC Owned property	£1,950.00	£390.00	£2,340.00
30 Nov 21	SI-6928	CL Travel	Shopping Trip	£300.00	£ -	£300.00
1 Dec 21	INV-2204	VHS Clean	Pavilion Monthly Cleaning	£455.61	£91.12	£546.73
2 Dec 21	KI045B316B-	Eon	Pavilion Electric	£60.44	£3.02	£63.46
2 Dec 21	KI922B9D10-	Eon	Pavilion Gas	£36.04	£1.80	£ 37.84
		December Salary Costs		£4,982.56		£4,982.56
			Total Payments	£11,060.14	£1,117.03	£12,177.17