

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Finance and Staffing Portfolio Holder's Meeting held on  
Tuesday, 16 May 2017 at 6.00 p.m.

Portfolio Holder: Simon Edwards

### **Councillors in attendance:**

Opposition spokesmen: Hazel Smith

Also in attendance: Peter Topping

### **Officers:**

Gemma Barron	Head of Sustainable Communities and Wellbeing
Katie Brown	Revenues Manager
Elizabeth Davy	Project Officer
Dawn Graham	Benefits Manager
Daniel Hasler	Accountancy Assistant
Kirsty Human	Programme Manager
Caroline Ryba	Head of Finance
Ian Senior	Democratic Services Officer

### **1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **2. MINUTES OF PREVIOUS MEETING**

The Finance and Staffing Portfolio Holder signed, as a correct record, the minutes of the meeting held on 17 January 2017.

The Portfolio Holder noted that Minute 7 (Work Programme) had indicated that Apprenticeships would be discussed in May. There was no item on the agenda and, subject to officer workloads and advice as to the most appropriate time for bringing forward a report, he said he was prepared to add an item to the agenda for a meeting that would only usually only consider Community Chest grants.

### **3. COMMUNITY CHEST: FUNDING APPLICATIONS**

The Finance and Staffing Portfolio Holder considered a report on recent applications for funding from the Community Chest grants scheme for 2017-18.

The Head of Sustainable Communities and Wellbeing reported that the fund available in 2017-18 amounted to £55,000.

The Portfolio Holder considered each application against the accepted criteria of the scheme.

With reference to the application for £1,000 towards the purchase of replacement exhibition boards and hanging equipment for the Cambridge Open Art Exhibition, the Finance and Staffing Portfolio Holder declined to decide as the villages covered included Rampton and Cottenham, both of which were within his ward. The Leader would usually have acted in his place but, on this occasion, Councillor Peter Topping also declined to decide because another of the villages covered was Whittlesford, within his ward. There was no constitutional solution to this problem and, to allow officers to report back to the applicant as soon as possible, the Portfolio Holder sought an opinion from Councillor Hazel Smith, the only other Member

present. Based on what Councillor Smith said, an award of the total sum applied for was made.

The Finance and Staffing Portfolio Holder **agreed** the following Community Chest funding:

<b>Name of applicant</b>	<b>Project description</b>	<b>Total cost of project (£)</b>	<b>Total awarded (£)</b>
Steeple Morden Bowls Club	Replacement windows and fire escape doors.	£3,816	£1,000
Bottisham Swimming Club	Purchase of starting blocks.	£4,000	£1,000
Mother Goose Pre-School	Installation of a new climbing frame	£5,000	£1,000
Bar Hill Pre-School	Replacement surface for play area to improve safety	£1,342	£1,000
Barton Bowls Club	Purchase of equipment to aid expansion of the club. Specifically aimed at recruiting young members	£2,130	£1,000
Coton Village Hall	Replacement of old chairs for the village hall to improve potential for bookings	£2,063	£1,000
Waterbeach Toddler Group	Creation of an outdoor play space in their new premises on the barracks site	£2,773.37	£1,000
Dry Drayton School & Village Association	Purchase of a shed to store 2 marquees + mountain bikes that are owned by the village association	£1,794.00	£1,000
Fen Drayton Village Hall	Purchase of a new sign to promote the village hall	£648.00	£648.00
Cambridge Open Art Exhibition	Purchase of replacement exhibition boards and hanging equipment	£1,461.24	£1,000
Grantchester Cricket Club	Purchase of roll on covers	£4,266.00	£1,000

Hale Road Allotment & Gardening	Purchase & spreading of road planings to improve the carpark surface	£384.00	£384.00
Arthur Rank Hospice	Purchase of equipment for a gardening project	£900	£900
Linton Action for Youth	Repair of roof at drop in centre which facilitates youth work	£400	£400
Comberton Baptist Church	Purchase of games consoles to help create an attractive youth club that can be used as a regular meeting place	£6,892.50	£516.73
Great Chishill Windmill Trust Ltd	Repair & painting of the trestle of Great Chishill Windmill	£1,015.00	£1,000
Linton Cricket Club	Purchase of new safety helmets	£956.25	£956.25
Avenelles Way OAP group	Purchase of chest freezer for the lunch club	£375.00	£375.00
Cambridge St Giles Cricket Club	Installation of showers in the pavilion.	£12,000	£1,000
Whittlesford Warriors Football Club	Purchase of goal posts following pitch expansion	£2,403.08	£1,000
Cambridge Past, Present & Future	Purchase of a lawnmower and accessories	£959.36	£959.36
Croydon Reading Room	Installation of Eco lighting	£2,600	£1,000
Friends of Girton Glebe	Purchase of hall & screen projector	£3,078.00	£1,000
Flambards Residents Association	Purchase of trees for communal green space in Meldreth	£840.50	£840.50
Pampisford Village Hall	Replacement of fencing at the Village Hall	£330	£330
Swavesey Parish Council	Purchase of two Gazebos for community use	£425	£425
Barrington Parish Council	Upgrade of footpath to riverside meadows	£3640	£1,000
Little Shelford Parish Council	Renovation of The Little Shelford Wale playground	£84,100	£1,000

Granchester Parish Council	Outdoor Table Tennis Table	£2245	£1,000
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The Finance and Staffing Portfolio Holder **refused** the following applications:

Name of applicant	Project description	Total cost of project (£)	Total applied for (£)	Reason for refusal
Fen Edge Community Association	Hire of a PA system to use at the festival	£20,000	£1,000	Does not comply with the Community Chest criteria
Fen Ditton 800	Medieval Fair to mark the 800 anniversary of a settlement in Fen Ditton	£2,930	£500	Does not comply with the Community Chest criteria
The Balsham Map Project	Book detailing history of the village over the past 400 years	£7,966	£1,000	Does not comply with the Community Chest criteria
Barnabas Oley CoE School PTA, Great and Little Gransden	Overhaul of pool area	£10,000	£1,000	Does not comply with the Community Chest criteria

The Finance and Staffing Portfolio Holder **deferred** the following applications:

Name of applicant	Project description	Total cost of project (£)	Total applied for (£)	Reason for deferral
ICU Steps Cambridge	Set up costs for a support group for families of patients who have been admitted to ICU & ex patients suffering from PTSD	£868	£500	Further information needed – how much use by South Cambs residents?
St. Mary the Virgin Church, Linton	Purchase of materials to create a Community Peace Garden	£8,597	£1,000	Further information needed regarding access

1 <sup>st</sup> Orwell Guides	Purchase of new lightweight tents	£600	£600	Further information needed – Supporting documents
Fen Drayton Parish Council	Purchase of notice board to be placed at the west end of the village	£2,023.68	£1,000	Further information needed about use – Parish Council use only or use by the wider community?
Cherry Hinton Baptist Church	Replacement chairs for the Family Centre	£905.76	£905.76	Further information needed – how much use by South Cambs residents?
Linton Heights Junior School	Purchase of Forest School equipment	£991.98	£991.98	Further information needed – will they be charging for use?
Stepping Stones, Barton	Breakfast and After School Club	£2,310	£1,000	Further information needed – Supporting documents

#### 4. REVENUES AND BENEFITS QUARTERLY PERFORMANCE REPORT FOR QUARTER 3: OCTOBER - DECEMBER 2016

The Finance and Staffing Portfolio Holder **received and noted** a report on the current performance of the Revenues & Benefits Section.

The Revenues Manager agreed to make small appropriate changes in the way future reports were written, so as to provide greater clarity and improved comparison with the previous year.

Regarding Appendix F, the Finance and Staffing Portfolio Holder welcomed efforts by officers to encourage public houses to claim the relief, to which they were entitled, as a means of improving the viability of such establishments. Members also noted options for making better use of property, such as in the case of post offices.

The Finance and Staffing Portfolio Holder congratulated the Revenues Manager and Benefits Manager for another excellent performance report.

## 5. TREASURY MANAGEMENT REVIEW

The Finance and Staffing Portfolio Holder received and noted a report on the performance of the Treasury Management function.

The Accountancy Assistant summarised the financial relationship between Ermine Street Housing and South Cambridgeshire District Council, and highlighted options for review. One such option was to increase the amount which the Council could invest in Ermine Street Housing, and the Head of Finance undertook to carry out a feasibility study, including into the potential risks, which included a reduction in the total value of the housing stock. The Portfolio Holder was made aware of Councillor John William's concern about committing too high a proportion of the Council's available resources to Ermine Street Housing.

Subject to the satisfactory completion of due diligence work, the Finance and Staffing Portfolio Holder **endorsed** the inclusion of the Cambridge Leisure and Ice Centre loan in the Council's Investment and Borrowing Strategy and Capital Programme.

Subject to an assessment of property values, the Finance and Staffing Portfolio Holder was  **minded to increase** , from £35 million to £45 million, the amount that South Cambridgeshire District Council could invest in Ermine Street Housing.

## 6. SICKNESS ABSENCE

The Finance and Staffing Portfolio Holder withdrew this item from the agenda. The confidential report had yet to be finalised, and would be circulated as soon as possible.

## 7. LEAVERS

The Finance and Staffing Portfolio Holder withdrew this item from the agenda. The confidential report had yet to be finalised, and would be circulated as soon as possible.

## 8. WORK PROGRAMME

The Finance and Staffing Portfolio Holder noted the Work Programme attached to the agenda.

A report on Apprenticeships had been rescheduled for consideration at the meeting in June, subject to agreement between the Portfolio Holder and the Head of People and Organisation Development.

## 9. DATE OF NEXT MEETING

Those present noted that the next Finance and Staffing Portfolio Holder meeting had been scheduled to take place on Tuesday 20 June 2017, starting at 6.00pm.

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**The Meeting ended at 7.35 p.m.**

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