

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 19 APRIL 2018**

PRESENT: Mrs S CONBOY (Town Mayor)
Councillors: R TAPLIN (Deputy Mayor); G CAMPBELL; A HOOKER; D KING; Ms J MACLEOD; P MALLEY; P MORGAN; Mrs M RADFORD; Ms K SPOWART; D UNDERWOOD; G WILSON; Mrs S WILSON; Mrs S WORTHINGTON; J YOUNG

Town Clerk: Mrs M CRAMPTON
Mace Bearer: Mr M WILLIAMS

No members of the public were in attendance

18/053 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

ACTION

CLLR McINNES: working
CLLR VANE PERCY: ABSENT

18/054 DECLARATIONS OF INTEREST

CLLR MALLEY: planning application 13 Fox Grove; CLLR YOUNG: planning application 14 The Causeway (neighbour); CLLR S WILSON: planning application 2 Silver Street- friend of applicant.

18/055 MINUTES OF PREVIOUS MEETING

The Minutes of the Town Council meeting held on 15 March 2018 were duly APPROVED and signed as a complete and accurate record.

18/056 PUBLIC PARTICIPATION SESSION

Mr Williams, Mace Bearer, addressed the Council and raised a question about finding a Deputy Mace Bearer. It was proposed that this be addressed once the new council was in place.

The 800 club draw took place.

18/057 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR advised Cllrs that CLLR MALLEY would be running in the London Marathon on 22 April in aid of Macmillan Cancer Support. On 7th May 2018 CLLR MALLEY would also be taking part in a sponsored drive from Godmanchester to Tossa de Mar in Spain, in a Tuk Tuk also to raise funds for Macmillan Cancer. If you would like to support these events, please visit the Exhibition website and the Just Giving page. THE MAYOR and Cllrs wished CLLR MALLEY luck for both events.

All Cllrs

THE MAYOR offered her thanks to CLLR MACLEOD, CLLR SPOWART and CLLR McINNES who were stepping down and were not standing for re-election in May. THE MAYOR said that their contributions during their term of office had been appreciated.

THE MAYOR reminded Cllrs that the Annual Town Meeting would take place on 1 May 2018 and the Town Clerk needed reports by 25 April from Portfolio Groups. Following the Annual Town Meeting, Cllrs were asked to return their gowns to the Town Clerk for cleaning, and also the blue information folders provided in May 2016.

All Chairs of
Portfolio
groups

All Cllrs

18/058 OUTSTANDING ACTIONS

The report on outstanding actions was noted. CLLR S WILSON advised that work had begun on the new entrance onto Judith's Field and following some issues, should be completed by 23 April. CLLR WORTHINGTON would liaise with the Town Clerk in respect of the PPA to be drawn up between the Trustees and DWH.

Clr
Worthington /
Town Clerk

CLLR CAMPBELL confirmed that the deadline for receipt of skatepark tenders had been extended to 30 April to allow the project to be advertised on Contract Finder (as per requirements in our Financial Regulation).

CLLR CAMPBELL confirmed the Ouse Valley Trust was up and running and the website would be available soon. CLLR CAMPBELL reported there was an ongoing threat of a river crossing at Cow Lane.

CLLR UNDERWOOD confirmed interviews would take place during week commencing 23 April for the position of Timebank Co-ordinator. It was AGREED that should a suitable candidate be found, an appointment would be made. The first Timebank Coffee Morning was being planned and would be held in May inviting all Godmanchester residents to come and sign up for this exciting new initiative.

All Cllrs

18/059 CORRESPONDENCE

The list of correspondence received was noted.

As CLLR CAMPBELL had a pecuniary interest in the firm of Architects responsible for the Judith's Field refurbishment project, it was AGREED that CLLR TAPLIN, CLLR MALLEY and CLLR HOOKER would form a sub working party to lead on the Judith's Field refurbishment project. The Town Clerk was making enquiries through the Monitoring Officer about CLLR CAMPBELL's involvement in this project going forward. **Town Clerk's Note: Advice had been received that CLLR CAMPBELL could assist the Council and the working group by providing expert advice in relation to the project, but at Town Council meetings when decisions were made about the Judith's Field refurbishment project, CLLR CAMPBELL would need to declare an interest and would not take part in any votes on this matter.**

Twinning: A launch event would take place on 27 April in respect of the Arts Festival to take place in April 2019. It had been proposed that Godmanchester Town Council would host one evening event and Huntingdon Town Council would host another evening event. The Town Clerk reminded Cllrs that previously the Town Council had contributed to twinning events on a 1:4 proportion. The Town Council AGREED in principle to support the event, but it was clear further clarification was needed and definite costs provided before the Town Council could agree these proposals.

18/060 ENVIRONMENT REPORT

CLLR HOOKER presented a report, the contents of which were noted. He confirmed the recently planted beech hedge would need watering along with the holly plants. The Town Clerk asked for a clear instruction to pass onto Fergusons.

Environment
Portfolio

CLLR HOOKER reported that play equipment repairs had been carried out and all repairs were up to date. CLLR HOOKER was looking into the costs and options for removal of silt in the Mill Lade and he advised that now river levels had dropped, the remaining debris in the river would be removed.

CLLR HOOKER advised that the Cricket Club had requested provision of a litter bin to be located near the cricket ground. It was AGREED the Town Clerk would write to the cricket club to suggest that the club should approach HDC for an additional bin, as the land was managed by HDC and not the Town Council.

Town Clerk

CLLR HOOKER advised that complaints had been received that the MUGA lights were not

working properly and the timer was operating at different times. It was AGREED that the lights would be turned off during the summer months and provision of new LED lights would be reconsidered in line with the Judith's Field refurbishment project. Further quotes would be obtained in August 2018.

18/061 OPEN GARDENS: DONATION OF PICNIC TABLES

CLLR S WILSON presented a report and confirmed that GMCiB would be holding the Open Gardens event on 23/24 June 2018. Two years ago GMCiB raised funds through this event to enable the Town Council to purchase 3 circular picnic tables which are located on the Recreation Ground. CLLR S WILSON asked for the Town Council's agreement in principle for the same arrangement. This was AGREED. Final details would be discussed once the event had taken place and it was known how much GMCiB could donate in respect of picnic tables to the Town Council. The Town Council expressed its' thanks to GMCiB for this offer.

18/062 BUTTERMEL ACCESS

CLLR HOOKER had presented full details on this issue prior to the meeting for Cllrs to consider. CLLR MALLEY expressed his frustration that the matter had not been discussed in the first instance before the initial letters were sent to residents. Following discussion it was AGREED the Town Clerk would write to those residents who had responded to our initial correspondence to confirm the Town Council had AGREED not to pursue the matter and that no further action would be taken. The Town Clerk would contact the resident separately who had removed their gate to discuss the way forward.

Town Clerk

Town Clerk

18/063 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 18/063 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR S WILSON confirmed that informal meetings had taken place with Oasthouse Ventures and Countryside Properties in respect of their proposals to submit planning applications in the future. The Town Council would respond when formal applications had been made.

18/064 PROPERTY REPORT

CLLR CAMPBELL presented a report, the contents of which were noted. He was disappointed to report that vandalism had occurred to the QES when 4 youths kicked a rainwater pipe off the building and threw it into the river. CCTV of the incident had been passed to the Police.

CLLR CAMPBELL reported that practical completion on the QES refurbishment had been achieved although there were still several issues to be resolved including reopening the public toilet, resolving issues with all door locks, getting the heating to work properly and dealing with other minor snagging issues. The official reopening ceremony would take place on 7th June with Dr Simon Thurley unveiling a plaque and giving a short speech. A commemorative booklet was being produced and it was AGREED to meet costs of up to £500 from the tourism budget for this publication. It was proposed and AGREED that the large hall be renamed the Richard Robins Hall as the original school was founded by Richard Robins. The small hall would be renamed the Brooke Taylor Room. Following closure of the school in 1948 Miss Brooke Taylor had been granted a lease to run a nursery in the building which operated from the QES until 1978.

CLLR CAMPBELL confirmed a noticeboard for Town Council official notices, in a matching style to the public notice board would be provided and installed on the exterior of the former toilet block. The costs for this (£1145) would come out of the QES project costs although it was noted the budget was already overspent.

CLLR CAMPBELL reported that repairs to the Town Hall brickwork was in progress and due to be completed by the end of the month.

CLLR CAMPBELL advised that quotes had been received in respect of provision of new fire alarm systems for the Town Hall and Judith's Field Building. It was AGREED to accept the quote from Jacksons in the sum of £2360 for provision of a fire alarm for the Town Hall. It was AGREED to delay purchase of a new fire alarm for the Judith's Field building as it was anticipated the refurbishment project would begin in the next few months and all internal systems would be taken out. It was noted that there was no budget allocated for provision of the fire alarm system, so the sum would be taken from reserves.

CLLR CAMPBELL confirmed the tender in respect of the Judith's Field project was due to be returned by 30 April. The Town Clerk asked that the Town Office be involved in all correspondence and instructions

Town Clerk

The Town Council noted immense thanks to CLLR CAMPBELL for his extraordinary involvement and expertise in delivery of the QES refurbishment project.

18/065 FINANCIAL AND ACCOUNTS

18/065.1 The list of payments to be made in Appendix 18/065.1 was APPROVED. CLLR TAPLIN had pointed out that the sums did not add up in the invoice presented by G&S Hutchinson, and this would not be paid until this discrepancy had been resolved.

18/065.2 Councillors received a copy of the salary payments, Petty Cash Reconciliation for the period to 19 April, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation approved by the DEPUTY MAYOR, a copy of the year end budget report to 31 March 2018 and quarterly reconciliation to 31 March 2018.

18/065.3 The Town Clerk advised that the 2016-17 Lower Earnings Limit figure had been used instead of the 2017-18 figure for pension calculations, which had resulted in incorrect pension contributions being made by Godmanchester Town Council and employees for the year to 31 March 2018. The total overspend for the Town Council was £1.92 and it was AGREED this would be noted and no further action taken. The Town Clerk apologised and confirmed the correct figure for 2018-19 had been noted.

18/066 INTERNAL AUDITOR'S REPORT AND REVIEW OF EFFECTIVENESS OF THE SYSTEM OF FINANCIAL CONTROL

Cllrs were presented with a report from the internal auditor which covered 42 checks carried out across the accounting records, minutes, VAT, payroll, Financial Regulations, petty cash, personnel and Health & Safety risk assessments. The report had noted that in all but 2 categories the Council provided a high level of assurance, with 2 being noted as a substantial level of assurance. The Town Clerk had asked the internal auditor to expand his comments to provide further clarification for the external auditor on four of the checks made.

The Town Clerk explained the financial controls in place to record all financial transactions of the Council and the Town Council AGREED current financial controls were adequate. The Town Clerk reminded Cllrs of the need to carry out regular audit checks on income.

All Cllrs

18/067 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT IN RESPECT OF THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2018

The Town Clerk confirmed that PKF Littlejohn had instructed the Town Council to answer NO to statement 4 "we provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations". This was due to the failure to display the accounting statements on the Town Council website as well as on the Town Council noticeboard. The Town Clerk had advised PKF Littlejohn that the statements *had* been published on the website, but shortly afterwards a new website had been set up and in the process of transferring all data across from one website to another, the pages had not be re-

uploaded, however the public had not been prevented at any time from viewing the accounts and the notice on the noticeboard had been prominently displayed. The statements of assurance in respect of the Annual Return for the year ending 31 March 2018 were read to those present and all statements were AGREED and the Annual Governance Statement duly APPROVED. THE MAYOR and Town Clerk signed the Annual Governance Statement.

18/068 TO CONSIDER THE ACCOUNT STATEMENTS AND APPROVE THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2018

The Town Clerk presented the accounts for the year ended 31 March 2018 together with a copy of the Annual Return and an explanation on how all figures had been reached. It was RESOLVED to approve the accounts, and THE MAYOR and Town Clerk signed the Accounting Statements made in the Annual Return. The Town Clerk confirmed a notice would be displayed from 1 June 2018 and would be placed on the Town Council's website to advise members of the public that the accounts would be available for inspection from 4th June – 13th July and would be submitted to the auditor by 11th June 2017. The Town Clerk was thanked for the work that had gone into presenting the accounts.

Town Clerk

18/069 BUSINESS REPORT

CLLR UNDERWOOD presented a report, the contents of which were noted. It was noted that CAPALC had offered to appoint a Data Protection Officer to provide a service to all members at a cost of £75 per annum. It was AGREED that the Town Council would sign up for this service.

Town Clerk

CLLR UNDERWOOD reported that there had been a disappointing response from the Police following recent reports to them of vandalism and anti-social behaviour on Town Council Property. It was AGREED the Town Clerk would write to the Chief Constable, with a copy to the Crime Commissioner, to ascertain what their position was in respect of responding to these reports.

Town Clerk

CLLR UNDERWOOD advised that CCTV coverage at Judith's Field was not adequate through the currently installed system. The contractor had not responded to concerns raised by the Deputy Clerk, who had recommended removal of the system. It was AGREED that quotes would be obtained to provide a new system but that this would need to be provided in conjunction with the refurbishment programme for the building, and also would be dependent on the response from the Police about whether they would use any CCTV evidence presented to them. The cost and provision of an ANPR camera would either be included or excluded from the quote depending on the response from the Police.

CLLR UNDERWOOD presented proposals to revise the charges for hire of the halls. It was AGREED to adopt the new charges with immediate effect. **Town Clerk's note: Having reviewed the details, the Administrative Assistant responsible for hiring the halls and raising invoices recommended further adjustments to the rates of hire. These will be presented at the May Town Council meeting for further consideration.**

CLLR UNDERWOOD advised that Yarnbombing had been suggested as part of the proposed Twinning Arts Festival to be held in April 2019. The Town Council had been invited to provide suggestions for locations for Yarnbombing. It was AGREED that the Town Council did not consider the Town could offer any suitable sites and the Town Clerk would advise the Twinning group.

Town Clerk

CLLR UNDERWOOD reported a representative from a TEARFUND initiative with a proposal to twin our public toilet with a town or village in a developing country. Following discussion it was AGREED that as this was a faith based operation it was not appropriate for the Town Council to offer support. The Town Clerk would respond to the request.

Town Clerk

CLLR UNDERWOOD reported that a revised quotation from ACR for cleaning the QES had been provided. It was AGREED to renew the contract and the new costs of £13.00 per hour were noted.

The Deputy Clerk had drawn up a detailed protocol which would come into place on the

death of the HM The Queen or Prince Phillip. It was AGREED to adopt this policy with immediate effect.

THE ANNUAL TOWN MEETING WILL TAKE PLACE ON TUESDAY 1 MAY 2018 IN THE QUEEN ELIZABETH SCHOOL STARTING AT 8PM

THE NEXT TOWN COUNCIL MEETING WILL BE THE ANNUAL TOWN COUNCIL MEETING AND WILL BE HELD ON 17 MAY 2018 IN THE QUEEN ELIZABETH SCHOOL STARTING AT 7.30pm

The meeting ended at 22:05

Mayor