

Finance & Governance Committee

To: Committee Members

Cllrs Kumar (Chairperson) Banks, Chapman, Collins, Cooper-Marsh, Goodman, Hitchin, Maslen, and Pitt

Copies: County Councillors – S Ferguson, K Prentice, G Seeff & S Taylor

District Councillors – L Davenport-Ray, S Ferguson, A Jennings, M Pickering, I Taylor, S Taylor & G Welton

Town Councillors (not a member of this committee)

Town Council website

Agenda for the meeting of the **Finance & Governance committee** to be held on **Tuesday 19th March 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

Members of the Finance & Governance committee are hereby summoned to attend this meeting to consider the following business.

C Robson
Town Clerk

1. Apologies for Absence

To receive Councillor's apologies for absence.

2. Declarations of Interest

To receive from Councillor's declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

3. Minutes

Members to approve the minutes of the Finance & Governance Committee held on 20th February 2024 as a true and accurate record.

Attachment 1

4. St Neots Folk Festival

To receive and consider additional information from St Neots Folk Festival for a grant application which was considered and deferred by a meeting of the Grants Sub-Committee held on 20th February 2024.

Committee
Papers

5. Switch Now CIC

To receive and consider additional information from Switch Now CIC for a grant application which was considered and deferred by a meeting of the Grants Sub-Committee held on 20th February 2024.

Committee
Papers

- 6. CAB Funding**
 - i) To receive and consider a report from the Town Clerk. Committee Papers
 - ii) To receive and consider a grant application from the Rural Citizens Advice Bureau.

- 7. Payments**

To receive and consider payments for January 2024. Attachment 6

- 8. Unspent Budgeted Expenditure**

Members to approve earmarking balances which are unspent at 31 March 2024. Attachment 7

- 9. Earmarked Reserves**

To receive and note Council Earmarked Reserves as at 31 January 2024. Attachment 8

- 10. Young Persons Counselling Service**

To receive and consider recommending to Council a service level agreement for the provision of Town Council funded youth counselling for the 2024-25 financial year. Attachment 9

- 11. Grant Aid Scheme Review**

To receive and consider recommendations from the Grants Aid Scheme Working Group on amendments to improving the administration and management of applications and grant budgets. Attachment 10

- 12. Date of Next Meeting**

To note that the next scheduled meeting of the Finance and Governance Committee is the 23rd April 2024 at 7:15pm.

Finance & Governance Committee

Present: Cllrs Kumar (Chair), Banks, Chapman, Collins, Goodman, Cooper-Marsh, Hitchin, Pitt and Simonis

Absent: Cllr Maslen, Laycock

In attendance: Town Clerk, Deputy Town Clerk

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 20th February 2024** at **7.30pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Due to the Grants Sub-Committee overrunning the start of the meeting was deferred to 8:10pm.

Public Participation

There were 3 Members of the public present. A resident, speaking on behalf of Access in St Neots addressed the Council on the proposed Riverside Changing Places toilet and the importance of this project. They asked the Council to consider the fact the commitments made and the impact of not progressing quickly, particularly in light of the time restrictions on the £50,000 DLUHC grant.

		ACTIONS
107	Apologies for Absence Apologies were received and noted from Cllrs Maslen.	Admin
108	Declarations of Interest Cllr Pitt declared an interest in the Changing Places Toilet item as an HDC Councillor and member of the cabinet.	
109	Minutes RESOLVED to approve the minutes of the 23 rd January 2024 as a true and accurate record.	Admin
110	The Chairperson brought forward agenda item 10, the Grant Aid Policy review on the request of Councillors.	
111	Grant Aid Scheme Review Members received and considered a report from the Town Clerk on the Council's Grant Aid Scheme. The committee considered the scheme and whether any amendments were required in the way the scheme was managed considering the 2023/24 process.	

Members commented as follows;

- Grants meetings are becoming more difficult to manage as grant applications increase.
- The amount of funding been applied for by applications appears to be increasing and this is putting pressure on the budget and scheme.



- A number of applications are coming forward from new organisations who do not appear to have a forward plan strategy on how they will manage ongoing funding, this risks resulting in repeat applications each year to the Council.
- The Council has become a first and last stop for funding, rather than applicants applying to other bodies as well or fundraising for themselves.
- Better vetting of applications is required before they come to the Council. There needs to be a better basic checks and balance system by officers, with applicants that have not completed questions been told their applications can't be taken forward (until all questions are completed). The Council needs to be explicit to officers in what it expects to see.
- It does not feel appropriate to have some grant related discussions in an open council meeting, this is unfair to the applicant. A Member commented that while they appreciated the point being made, it was important that the Council was transparent in its consideration and awarding of grant funding and decisions are made in public.
- It was suggested it would be better if the Council had distinct funding rounds each year and allocated funding which could be awarded over each quarter.
- It was suggested the process needs to be transparent but do not to the extent where applicants feel they are addressing a jury of councillors.
- Considering large and small grants together and awarding funding in this way results in smaller grants getting 'squeezed out'.
- A limit of one successful grant each year is a good idea, alternatively increasing this to every two years with funding having to be spent within the 12 months after it is awarded.
- Preparing for the grants applications earlier and circulating the applications to Councillors well in advance of the meeting would help in submission of questions from Councillors ahead of the meeting, therefore giving the applicants a better chance of providing information needed.
- Having a separate pot for small grants is a good idea, however the application rounds should be kept quarterly as every 6 months is a long time to wait for a grant which might be needed relatively urgently.
- A large and small grants process should have different application questions and criteria, potentially with greater scrutiny of larger grants.
- The separate policy and guidance documents should be merged and an online application form made available.
- Members suggested that a three tier grants system may be the most appropriate way forward, with a process for small grant awards, large grant



awards and regular (annual) awards made on a service level agreement (SLA) basis, with SLA telling organisations (such as RAs) explicitly what is expected from them for the funding provided.

- A Member expressed that funding a fundraiser feels uncomfortable and this is something the Council should specify it will not fund.

Cllr Chapman gave his apologies and left the meeting.

RESOLVED that a Working Group is established to bring forward recommendations to the Finance and Governance Committee on creating a three-tier grant aid scheme for small and large grants, along with regular annual grants awarded. The Working Group is also asked to consider a policy and process for CIL funding applications. The Working Group is to report back to the March Finance and Governance Committee meeting.

RESOLVED to appoint Cllrs Goodman, Pitt and Simonis to the Working Group.

110 Payments

Members received and considered payments for December 2023.

Members noted the report.

111 Income and Expenditure

Members received and considered income and expenditure for the year to date. A Member asked that the RFO provide an update at the next meeting on the performance of interest rates and any alternatives that could be considered on the council's current banking provider arrangements.

RFO

A Member noted that Priory Centre income was not performing well at 60% at three-quarters of the way through the year. The General Manager was asked to provide comment on performance to the next meeting.

GM Priory
Centre

112 Bank Cash and Investment Reconciliations

Members received and noted bank cash and investment reconciliations as at 31st December 2023.

113 Reserves

Members received and considered CIL and Earmarked Reserves held as at 31st December 2023.

114 Defibrillators

- Members received and considered a report from the Town Clerk on purchasing a defibrillator for Eynesbury. **RESOLVED to RECOMMEND** that the Council approve expenditure of £1,195.00 +VAT from the Defibrillator Purchase Reserve for a new external case and community defibrillator to be installed at the Dumbelton Medical Centre, Eynesbury. The defibrillator will be under the Council's ownership and maintenance.



- ii) Members received and considered a report from the Town Clerk on purchasing a replacement battery for the adopted defibrillator at Loves Farm House. **RESOLVED to RECOMMEND** approval of £252.64 expenditure from the Defibrillator Maintenance Reserve for a new battery to be installed in the Loves Farm House defibrillator.

115 Changing Places Riverside

Members received and considered a report from the Town Clerk on the Changing Places Riverside project and funding required for the project to move ahead. The Town Clerk introduced the item, explaining that following the Town Council's resolution to provide a changing places toilet at Riverside work and approach had been made to HDC, owners of the building and works was undertaken to move a project forward. HDC undertook feasibility work and developed plans and a tender. The Town Council previously committed £125,000 in funding to the project, with a view this would be match funded by the District Council. HDC officers currently have a live tender out for the project which, if a preferred contractor is appointed would allow for works to start by the end of March 2024. However, officers have advised that advice received on permitted expenditure of District Council CIL money has ruled out an HDC CIL contribution to the project. As is stands, this means for the project to go ahead within the timeframe identified in the Council's resolution it would need to fund the whole capital cost of the project, minus any grant funding awarded. There is currently an outstanding application for £40,000 in funding from CCC with an outcome expected shortly.

Members expressed frustration regarding the lack of funding from HDC and the timing of the matter given the urgency of starting work to secure the DLUHC grant that has been awarded to HDC. However, Members reflected on the importance of the project, its community value and the need to provide this important facility in line with the Council's resolution.

It was proposed and seconded that the recommendation in the report be resolved as written.

RESOLVED to RECOMMEND that if the Town Council are to provide up to a further £125,000 in funding towards the Riverside changing places toilet and wider toilet refurbishment that this funding comes from the Council's CIL reserves.

Cllr Pitt abstained having declared an interest as a HDC Cabinet Member.

116 Anti-Fraud and Corruption Policy

Members received and considered a draft Anti-Fraud and Corruption Policy. Members discussed the proposed policy and commented as follows;

Section 1.4 / 3.2 should be amended to include Members as well as employees. That this should follow through the rest of the policy.

3.3 – The policy needs to include how irregularities, or suspected irregularities regarding the Town Clerk would be reported, as the policy deals with employees and all matters being reported to the Town Clerk. It was suggested that any irregularity

regarding the Clerk's actions should be report to the Chairperson of the Council, who would then follow the policy/procedure and any resulting disciplinary policies.

It was suggested that provision of regular anti-fraud training should be included in the policy.

RESOLVED to RECOMMEND that the Council adopt the draft Anti-Fraud and Corruption Policy subject to the following amendments;

- 1) That the policy refer to "Members" and employees in points 1.4 and 3.2 and to follow throughout the document at relevant points.
- 2) That the policy states in the case of reporting irregularities, or suspected irregularities regarding the Town Clerk, these are reported to the Chairperson of the Council who will follow the policy accordingly.
- 3) That completion of regular anti-fraud training be included in the policy.

117 Date of Next Meeting

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 19th March 2024 at 7:15pm.

COMMITTEE CHAIRPERSON

Date: 12/03/2024

St Neots Town Council

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Time: 14:37

Town Council Current Account

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	Fuel Card Services	020124	105.56		15937 Fuel bill DEC OPS
02/01/2024	Jola Cloud Solutions	020124	541.60		Purchase Ledger DDR Payment
02/01/2024	Southern Electric - Museum	DD-4431	674.08		16141 - Electr Museum Cof-Nov
04/01/2024	PAYROLL	BACS	1,357.26		WEEK 40
08/01/2024	Yell Customer Service Team	080124	50.71		15971 Advertising PC
08/01/2024	Fuel Card Services	080124	111.60		15935 Card protection OPS
09/01/2024	BACS P/L Pymnt Page 5345	BACS Pymnt	1,758.98		BACS P/L Pymnt Page 5345
09/01/2024	BRITISH TELECOM	090124	46.54		16008 Spare line DEC TC
09/01/2024	ST NEOTS SENTINELS	BACS	2,000.00		GRANT AID
09/01/2024	FRIENDS OF PRIORY PARK	BACS	1,400.00		GRANT AID
09/01/2024	BARCLAYS	BACS	28.00		BANK CHARGES
10/01/2024	ST NEOTS MUSEUM	BACS	15,200.00		GRANT Q4
10/01/2024	ST NEOTS CHORAL SOCIETY	BACS	1,800.00		GRANT
10/01/2024	STAFF EXPENSES	BACS	297.00		ANNUAL PROF SUBSCRIPTIONS
11/01/2024	Petty Cash Town Council	101345	200.00		TC PC TRF
11/01/2024	Priory Centre Cafe Petty Cash	101345	300.00		PC PC TRF
11/01/2024	PAYROLL	BACS	1,136.58		WEEK 41
15/01/2024	O2	150124	301.00		15947 Mobile phones TC
15/01/2024	Barclaycard	BARCLCARD	2,247.73		monthly repayment
15/01/2024	PAYROLL	BACS	69,931.21		MONTH 10
15/01/2024	HDC	Std Ord	18.00		RATES - CEMETERY HOWITTS LANE
15/01/2024	HDC	Std Ord	33.00		FARMERS MARKET TOLLS
15/01/2024	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/01/2024	HDC	Std Ord	113.00		RATES SOUTH STR STORE ADJ
15/01/2024	HDC	Std Ord	130.00		RATES - NEW CEMETERY
15/01/2024	HDC	Std Ord	144.00		RATES - 6B SOUTH STR
15/01/2024	HDC	Std Ord	477.00		RATES - EATONS CENTRE
15/01/2024	HDC	Std Ord	1,162.00		RATES - 12 LEVELLERS LANE
15/01/2024	Southern & Scottish Energy -	DD-3131	691.24		Electricity Nov 23
16/01/2024	BACS P/L Pymnt Page 5346	BACS Pymnt	14,595.33		BACS P/L Pymnt Page 5346
17/01/2024	Restore Datashed	170124	75.29		16007 Conf shredding DEC TC
18/01/2024	O2	180124	17.82		Purchase Ledger DDR Payment
18/01/2024	PAYROLL	BACS	1,151.97		WEEK 42
19/01/2024	BACS P/L Pymnt Page 5378	BACS Pymnt	-311.74		BACS P/L Pymnt Page 5378
19/01/2024	SSE Street lights unmetred	DD-4970	24.02		16150-Street Lights Nov 23
19/01/2024	Southern & Scottish Energy - E	DD-1241	1,468.54		16149-Electr EC-Dec 23
22/01/2024	Fuel Card Services	220124	86.06		Purchase Ledger DDR Payment
22/01/2024	ANGLIAN WATER SERVICES	220124	94.40		Purchase Ledger DDR Payment
22/01/2024	HMRC	BACS	20,684.95		MONTH 9 PAYE AND NIC
23/01/2024	BACS P/L Pymnt Page 5350	BACS Pymnt	576.00		BACS P/L Pymnt Page 5350
23/01/2024	Quadiant UK Limited	230124	56.00		15944 Postage NOV TC
23/01/2024	ANGLIAN WATER SERVICES	2320124	16.56		Purchase Ledger DDR Payment
23/01/2024	ANGLIAN WATER SERVICES	230124	20.13		Purchase Ledger DDR Payment

Town Council Current Account

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2024	Priory Centre Cafe Petty Cash	101346	300.00		PC PC TRF
24/01/2024	BACS P/L Pymnt Page 5352	BACS Pymnt	3,915.39		BACS P/L Pymnt Page 5352
24/01/2024	BACS P/L Pymnt Page 5355	BACS Pymnt	4,955.00		BACS P/L Pymnt Page 5355
25/01/2024	BOC LTD	250124	38.68		15928 Gas for pumps PC
25/01/2024	Marston's PLC	250124	2,836.47		Purchase Ledger DDR Payment
25/01/2024	PAYROLL	BACS	1,368.86		WEEK 43
26/01/2024	BACS P/L Pymnt Page 5354	BACS Pymnt	300.00		BACS P/L Pymnt Page 5354
29/01/2024	BACS P/L Pymnt Page 5351	BACS Pymnt	1,268.40		BACS P/L Pymnt Page 5351
29/01/2024	Fuel Card Services Ltd	080124	63.60		Purchase Ledger DDR Payment
29/01/2024	Fuel Card Services	150124	84.53		Purchase Ledger DDR Payment
29/01/2024	Virgin Media Services	290124	42.92		Purchase Ledger DDR Payment
29/01/2024	Virgin Media Services	290124	83.75		Purchase Ledger DDR Payment
29/01/2024	Fuel Card Services	290124	497.29		Purchase Ledger DDR Payment
29/01/2024	BIFFA WASTE SERVICES	290123	2,157.11		16012 Waste disposal DEC PC
29/01/2024	Priory Centre Cafe Petty Cash	101348	300.00		PC PC TRF
29/01/2024	CITATION	DD	598.80		MONTHLY SUBSC HR
29/01/2024	Float for repair cafe	101347	30.00		Float for repair cafe
29/01/2024	Southern Electric - Museum	DD-74431	161.06		16142-Electr Musem Coff-Dec23
29/01/2024	Southern & Scottish Energy -	DD-31317	334.76		16147-ElectrTebutts Rd Dec23
29/01/2024	SSE Andrew House Cem Rd	DD-3851	772.39		16144- Electr Andrew HouseDec
30/01/2024	Jola Cloud Solutions	300124	537.29		Purchase Ledger DDR Payment
Total Payments			161,513.72		

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI0001 Bristol Rope & Twine Co Ltd							
15914 Rope TC	15/12/2023	533.98	1	533.98	0.00	533.98	0.00
					0.00	533.98	
Above paid on 09/01/2024 by Online Payment Ref BRI0001							
JAM002 James Power Brickwork							
15913 Building Works MUSEUM	31/12/2023	311223	1	1,225.00	0.00	1,225.00	0.00
					0.00	1,225.00	
Above paid on 09/01/2024 by Online Payment Ref JAM002							
Total Purchase Ledger Payments						0.00	1,758.98

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ART003 ARTHUR IBBETT LTD							
15916 Mower parts OPS	16/12/2023	165322	1	643.27	0.00	643.27	0.00
					0.00	643.27	
Above paid on 16/01/2024 by Online Payment Ref ART003							
AS001 A.S Building and Roofing							
15813 Bird netting MUSEUM	07/12/2023	INV0296	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 16/01/2024 by Online Payment Ref AS001							
AUF290 AUFIT SYSTEMS							
15963 Professional svcs PC	09/11/2023	1085	1	667.20	0.00	667.20	0.00
15964 Thermal rolls PC	09/11/2023	1086	1	29.94	0.00	29.94	0.00
					0.00	697.14	
Above paid on 16/01/2024 by Online Payment Ref AUF290							
BAL001 Balfour Beatty							
15917 Street light repair TC	20/12/2023	CSUKOU/INV/153890	1	824.62	0.00	824.62	0.00
					0.00	824.62	
Above paid on 16/01/2024 by Online Payment Ref BAL001							
BQ2404 Trade UK							
15792 Voltage detector pen OPS	07/12/2023	1443669784	1	8.49	0.00	8.49	0.00
15924 Wood screws etc OPS	19/12/2023	1447385497	1	23.35	0.00	23.35	0.00
15927 Screws etc OPS	21/12/2023	1448148251	1	50.36	0.00	50.36	0.00
15925 Screws & locks OPS	21/12/2023	1448148278	1	41.48	0.00	41.48	0.00
					0.00	123.68	
Above paid on 16/01/2024 by Online Payment Ref 51							
CCC090 CAMBRIDGESHIRE COUNTY COUNCIL							
15933 Grit bin TC	14/12/2023	423004223219	1	2,856.00	0.00	2,856.00	0.00
					0.00	2,856.00	
Above paid on 16/01/2024 by Online Payment Ref CCC090							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CLI002 Climatise Solutions							
15932 Pipe work MUSEUM	20/12/2023	1145	1	504.00	0.00	504.00	0.00
					0.00	504.00	
Above paid on 16/01/2024 by Online Payment Ref CLI002							
DHS001 DOVE'S HYGIENE SERVICES							
15966 Hygiene SVC PC	31/10/2023	42870	1	40.39	0.00	40.39	0.00
					0.00	40.39	
Above paid on 16/01/2024 by Online Payment Ref DHS001							
DRE001 Dream Clean Services Ltd							
15934 Cleaning NOV DEPOT	13/12/2023	INV-0076	1	210.00	0.00	210.00	0.00
					0.00	210.00	
Above paid on 16/01/2024 by Online Payment Ref DRE001							
FIR003 Firesmiths Detect & Protect							
15939 Emergency lights ST John	15/11/2023	1127	1	612.00	0.00	612.00	0.00
15938 Emergency lights MUSEUM	20/12/2023	1165	1	1,875.60	0.00	1,875.60	0.00
					0.00	2,487.60	
Above paid on 16/01/2024 by Online Payment Ref FIR003							
IDI001 i-d Image Development							
15939 Photography Xmas	13/12/2023	131223	1	425.00	0.00	425.00	0.00
					0.00	425.00	
Above paid on 16/01/2024 by Online Payment Ref IDI001							
KID001 Wider Plan Ltd							
15958 Childcare voucher TC	22/12/2023	5429851	1	16.00	0.00	16.00	0.00
					0.00	16.00	
Above paid on 16/01/2024 by Online Payment Ref KID001							
LAT001 Latus Group (UK) Ltd							
Purchase Ledger BACS Payment	16/11/2023	ON ACC 15786	1	-1,045.44	0.00	-1,045.44	0.00

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
15941 Professional svcs TC	04/12/2023	444927	1	1,250.00	0.00	1,250.00	0.00
15940 Professional svcs TC	12/12/2023	445430	1	495.00	0.00	495.00	0.00
					0.00	699.56	

Above paid on 16/01/2024 by Online Payment Ref LAT001

MAS002 MASKEARAI INDUSTRIAL SUPPLIES

15942 Cleaning supplies TOILET	18/12/2023	82123	1	573.17	0.00	573.17	0.00
15943 Cleaning products OPS	18/12/2023	82126	1	880.29	0.00	880.29	0.00
					0.00	1,453.46	

Above paid on 16/01/2024 by Online Payment Ref MAS002

ROC005 Rockets & Rainbows Face Painting

15949 Face painting VIBRANT	18/12/2023	INV0025	1	183.40	0.00	183.40	0.00
					0.00	183.40	

Above paid on 16/01/2024 by Online Payment Ref ROC005

SJA246 ST JOHN AMBULANCE

15950 First aid XMAS	19/12/2023	SP23009611	1	617.76	0.00	617.76	0.00
					0.00	617.76	

Above paid on 16/01/2024 by Online Payment Ref SJA246

SLC009 SOCIETY OF LOCAL COUCIL CLERKS

15951 Mem fees TC	20/12/2023	MEM247404-1	1	357.00	0.00	357.00	0.00
					0.00	357.00	

Above paid on 16/01/2024 by Online Payment Ref SLC009

STA002 STANNAH LIFT SERVICES LTD

15802 Lift svc 12/23-2/24 EC	01/12/2023	1085615558	1	209.53	0.00	209.53	0.00
					0.00	209.53	

Above paid on 16/01/2024 by Online Payment Ref STA002

STR002 Streetmaster Products

15953 MEM BENCH TC	11/12/2023	11403	1	874.80	0.00	874.80	0.00
					0.00	874.80	

Above paid on 16/01/2024 by Online Payment Ref STR002

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SWE001 Sweet Paradise							
15957 Sweet bags XMAS	31/12/2023	311223	1	147.00	0.00	147.00	0.00
					0.00	147.00	
Above paid on 16/01/2024 by Online Payment Ref SWE001							
THO001 Thomas Ridley & Son Ltd							
15955 Cafe supplies PC	05/11/2023	124310D	1	179.21	0.00	179.21	0.00
15954 Cafe supplies PC	22/11/2023	131893D	1	159.71	0.00	159.71	0.00
					0.00	338.92	
Above paid on 16/01/2024 by Online Payment Ref THO001							
WOO003 Woo Music							
15962 Performance XMAS	26/11/2023	0374	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 16/01/2024 by Online Payment Ref WOO003							
XLP001 Xlpress Ltd							
15959 Leaflets XMAS	04/12/2023	32393	1	115.00	0.00	115.00	0.00
15961 Programmes CAROLS	12/12/2023	32470	1	116.00	0.00	116.00	0.00
15960 Business Cards TC	12/12/2023	32472	1	55.20	0.00	55.20	0.00
					0.00	286.20	
Above paid on 16/01/2024 by Online Payment Ref XLP001							
Total Purchase Ledger Payments						0.00	14,595.33

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
CLO004 Cloudy IT group								
16006 Software support TC	01/06/2023	INV-4716	1	288.00	0.00	288.00	0.00	
16005 Set up account x 2 TC	02/11/2023	INV-5789	1	72.00	0.00	72.00	0.00	
16004 Security update PC	21/12/2023	INV-6004	1	216.00	0.00	216.00	0.00	
					0.00	576.00		
Above paid on 23/01/2024 by Online Payment Ref CLO004								
Total Purchase Ledger Payments						0.00	576.00	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CIT001 City B Group Ltd							
16003 Branded gazebo ALL EVENT	09/11/2023	45936	1	1,268.40	0.00	1,268.40	0.00
					0.00	1,268.40	
Above paid on 29/01/2024 by Online Payment Ref CIT001							
Total Purchase Ledger Payments						0.00	1,268.40

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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CHA001 **Chandlers Farm Equipment**

16022 Mower parts OPS	05/12/2023	697481	1	288.60	0.00	288.60	0.00
16021 Blade washer pulley OPS	05/12/2023	697482	1	104.95	0.00	104.95	0.00
					0.00	393.55	

Above paid on 24/01/2024 by Online Payment Ref CHA001

COM004 **Complete Solutions Group Ltd**

16024 Stationery TC	21/12/2023	SINV03883445	1	74.10	0.00	74.10	0.00
					0.00	74.10	

Above paid on 24/01/2024 by Online Payment Ref COM004

COP001 **Copy IT Digital Solutions Ltd**

16023 Photocopying 10-11/23 TC	07/12/2023	8072483389	1	209.11	0.00	209.11	0.00
					0.00	209.11	

Above paid on 24/01/2024 by Online Payment Ref COP001

FIR003 **Firesmiths Detect & Protect**

16025 Fire mtc ST JOHN	06/10/2023	1104	1	90.78	0.00	90.78	0.00
					0.00	90.78	

Above paid on 24/01/2024 by Online Payment Ref FIR003

LAK002 **Lakeside Water**

16014 Water mgt SEP EC	30/09/2023	245716	1	40.00	0.00	40.00	0.00
16013 Water mgt SEP PC	30/09/2023	245717	1	80.00	0.00	80.00	0.00
16018 Disinfection work SJA	10/10/2023	246241	1	594.00	0.00	594.00	0.00
16015 Water mgt OCT PC	31/10/2023	246167	1	80.00	0.00	80.00	0.00
16017 Water mgt DEC EC	30/11/2023	246702	1	40.00	0.00	40.00	0.00
16016 Water mgt DEC PC	30/11/2023	246705	1	80.00	0.00	80.00	0.00
16011 Water mgt DEC EC	31/12/2023	247031	1	40.00	0.00	40.00	0.00
16010 Water mgt JAN PC	31/12/2023	247040	1	80.00	0.00	80.00	0.00
					0.00	1,034.00	

Above paid on 24/01/2024 by Online Payment Ref LAK002

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MAS002	MASKEARAI INDUSTRIAL SUPPLIES						
16026 PPE OPS	21/12/2023	82147	1	180.65	0.00	180.65	0.00
					0.00	180.65	
Above paid on 24/01/2024 by Online Payment Ref MAS002							
PHO001	Phoenix Events (East) Ltd						
16020 Entertainment 27/01 PC	27/12/2023	INV-2013	1	255.60	0.00	255.60	0.00
					0.00	255.60	
Above paid on 24/01/2024 by Online Payment Ref PHO001							
SRM001	SRM						
16009 Security XMAS TC	12/12/2023	10066	1	1,677.60	0.00	1,677.60	0.00
					0.00	1,677.60	
Above paid on 24/01/2024 by Online Payment Ref SRM001							
Total Purchase Ledger Payments					0.00	3,915.39	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LEE001							
LEEDS & DAY SOLICITORS							
16094 Professional fees TC	25/01/2024	56802	1	300.00	0.00	300.00	0.00
					0.00	300.00	
					Above paid on 26/01/2024 by Online Payment Ref LEE001		
				Total Purchase Ledger Payments	0.00	300.00	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JAM002	James Power Brickwork						
16029 Building work Museum	18/01/2023	00325	1	1,350.00	0.00	1,350.00	0.00
16030 Building work MUSEUM	18/01/2023	00326	1	1,105.00	0.00	1,105.00	0.00
					0.00	2,455.00	
Above paid on 24/01/2024 by Online Payment Ref JAM002							
SER002	Serious About St Neots						
16028 Event mgt BAKE OFF TC	05/01/2024	050124	1	2,500.00	0.00	2,500.00	0.00
					0.00	2,500.00	
Above paid on 24/01/2024 by Online Payment Ref SER002							
Total Purchase Ledger Payments					0.00	4,955.00	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NIS001 Nisbets							
<i>P/Ledger Electronic Payment</i>	08/11/2023	ON ACC 15918	1	-311.74	0.00	-311.74	0.00
					0.00	-311.74	
				Above paid on 19/01/2024 by Online Payment Ref NIS001			
				Total Purchase Ledger Payments	0.00	-311.74	

Barclaycard

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2024	BEDOFRD BOROUGH COUNCIL	BARCLCARD	-37.00		REFUND PROF FEES
08/01/2024	HDC	BARCLCARD	23.00		PREMISES LICENCE
08/01/2024	WERRENS BEDFORD	BARCLCARD	299.60		INSURANCE EXCESS OPS
08/01/2024	Pizza Mu Heart	BARCLCARD	80.00		Food vouchers christams lights
08/01/2024	AMAZON	BARCLCARD	156.65		VIBRANNCY FUND-PROJ8
08/01/2024	AMAZON	BARCLCARD	133.87		VIBRAMCY ART-PROJECT8
08/01/2024	MC POPS PARTY SUPPLIES	BARCLCARD	100.00		VIBRANCY ART-PROJECT 8
08/01/2024	AMAZON	BARCLCARD	537.42		VIBRANCY ART-PROJECT 8
08/01/2024	AMAZON	BARCLCARD	186.95		VIBRANCY ART-PROJECT 3
08/01/2024	MCPOP'S PARTY SUPPLIES	BARCLCARD	29.00		VIBRANCY ART-PROJECT 8
08/01/2024	AMAZON	BARCLCARD	-0.01		ADJUSTMENT 1p ON 156.65
08/01/2024	TESCO	BARCLCARD	61.31		CAROL CONCRT SUPPLIES
08/01/2024	AMAZON	BARCLCARD	30.40		STATIONERY TC
08/01/2024	ADOBE	BARCLCARD	16.64		MONTHLY SUBSC TC
08/01/2024	CANVA	BARCLCARD	99.99		SOFTWARE SUBSCRIPTIONS
08/01/2024	FERRO LOUNGE	BARCLCARD	28.60		MAYOR'S DRINK FOR COUNCILLORS
08/01/2024	ADOBE	BARCLCARD	16.64		MONTHLY SUBSC TC
08/01/2024	SHUME	BARCLCARD	340.00		MAYOR'S XMAS GIFTS TO STAFF
08/01/2024	ADOBE	BARCLCARD	16.64		MONTHLY SUBSC TC
08/01/2024	SHUME	BARCLCARD	75.00		MAYOR'S GIFT TO STAFF
08/01/2024	MAILCHIMP	BARCLCARD	37.05		MONTHLY SUBSC TC
08/01/2024	APPLE	BARCLCARD	0.99		ICLOUD SUBSC
08/01/2024	GIFFGAFF	BARCLCARD	6.00		MOBILE TARIFF
08/01/2024	AMAZON	BARCLAYS	8.99		PRIME SUBSC
Total Payments			<u>2,247.73</u>		

Priory Centre Current Account

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2024	FIRST DATA	DD	22.74		CARD TERM RENTAL PC
04/01/2024	FIRST DATA	DD	22.74		CARD TERM RENTAL - TC
05/01/2024	Payment Sense Ltd	DD-6861	24.62		16266 PCI DSS Mgt 12-2 PC
05/01/2024	Payment Sense Ltd	DD-2651	24.62		16262 PCI DSS Mgmt 12-2 TC
05/01/2024	Payment Sense Ltd	DD-8481	139.50		16267 PCI DSS Mgt DEC
15/01/2024	HDC	Std Ord	1,884.00		RATES - PRIORY CENTRE
15/01/2024	AMEX	DD	0.33		CARD CHARGES
15/01/2024	Payment Sense Ltd	DD-201	30.25		16265 Card transactions DEC TC
15/01/2024	Payment Sense Ltd	DD-219	32.46		16264 Card transactions DEC PC
15/01/2024	Payment Sense Ltd	DD-579	124.11		16263 Card transactions DEC PC
19/01/2024	SSE business.co.uk	DD-5008	5,221.57		16268-Gas PC Nov 23
Total Payments			<u>7,526.94</u>		

ST NEOTS TOWN COUNCIL

Committee: FINANCE AND GOVERNANCE COMMITTEE
 Date: 19th MARCH 2024
 Title: UNSPENT BUDGET EXPENDITURE 31st MARCH 2024
 Contact Officer: TOWN CLERK

1. Purpose of the Report

1.1 To seek approval from the Committee on approving unspent budget at 31st March 2024 to earmarked reserves.

2. Recommendation

2.1 The committee approve that unspent budget at the 31st March 2024 in the following budget codes is transferred to earmarked reserves for future use;

Cost Centre	Budget Code	Budget Heading
102	4318	Youth Council and Youth Worker
105	4365	Carbon Neutral Budget
230	4119	The Cage / Lock up
210	4128	Street Scene Improvements
240	4346	Armed Forces Day
240	4346	Armed Forces Day
301	4123	Highways Improvements
301	4503	Noticeboards
400	6703	Capital Building Major Repairs
400	4902	Capital Ops ride on mowers and vehicles
400	4911	Capital IT Hardware

3. Background

3.1 As the Council approaches the end of each financial year it considers recommendations on earmarking unspent revenue expenditure for use in the following/future financial years.

- 3.2 The Council’s Financial Regulations state that “unspent provisions in the revenue budget must not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council” (R4 – 4.6)
- 3.3 The purpose of an earmarked reserve is to identify that funding is being saved for a future project/expenditure. Earmarking underspend in the revenue budget should be for identified expenditure which will be incurred but that it has not been possible to complete in the current financial year. The Council also uses earmarked funds to help build up reserves for specific use where it is known that large expenditure will be incurred as some point in the near future.

4. Information

4.1 The table below shows the proposed budgets to be earmarked at the 31st March 2024. At this stage it is not possible to detail the amounts to be earmarked at the end of the financial year and Members are asked to approve earmarking any balance in the budget code as at 31st March 2024. An estimate has been provided based on current budget levels and anticipated expenditure to aid Members. Please note that this figure is subject to change and is intended as a guide for Members on expected underspend.

Cost Centre	Budget Code	Budget Heading	Estimated Remaining Budget	Purpose	Current EMR Level
102	4318	Youth Council	£3,500	A portion (£4,000) of the budget line was intended for use to facilitate the Youth Council (YC) and to give a small budget for the YC to deliver projects. The YC would like to organise and run a regular town centre youth café to be held on a weekly basis in 2024/25. It is requested that the unspent funds be Earmarked for this project (venue and running costs) with an estimated start date of April 2024.	£5,923
105	4365	Carbon Neutral Budget	£9,000	To build a reserve for carbon neutral projects and work which will help the Council reach its net-zero ambitions. Cost of EPC surveys due to come through.	£13,000
210	4128	Street Scene Improvements	£6,000	Budget which was newly created in 2023/24 to meet the costs of improving street furniture and assets, such as heritage boards or the refurbishment of council assets such as the Jubilee Mosaic which requires some refurbishment work in summer 2024.	£5,372 (Street Furniture)
230	4119	The Cage / Lock up	£500	Planned maintenance works to be undertaken to upkeep and repair the building which are unlikely to be completed by the end of the financial year. Due to age and historic nature of building it is anticipated costs will use up EMR.	£1,500
240	4346	Armed Forces Day	£9,000	RESOLVED that the remaining £9,000 from the AFD unspent event budget 2023 is earmarked for the continuation of Vibrancy Community Events and/or relaunch of the new market square.	£0
240	4346	Armed Forces Day	£3,000	RESOLVED that £3,000 is allocated from the AFD unspent event budget 2023 to be used for a Best Dressed Boat Parade and Aerial Stunt display at the AFD event in 2024.	£0

AGENDA ITEM 8**ATTACHMENT 7**

301	4123	Highways Improvements	£16,855	To build an EMR for costs arising from any successful LHI and PFHI applications the Council may make. Outcome of 2023 applications is still awaited.	£81,154
301	4503	Noticeboards	£2,388	No new revenue budget was included in the 2024-25 budget, with the proposal that current unspent is earmarked to deliver improvements planned for noticeboards.	£0
400	6703	Capital Building Major Repairs	£49,490	Funding to build on the Community Building EMR to cover expenses related to maintaining and developing Council buildings.	£155,977
400	4902	Capital Ops ride on mowers and vehicles	£30,000	To build the EMR intended for the gradual upgrade of Council mowers and vehicles.	£4,567
400	4911	Capital IT Hardware	£4,248	To continue to build an IT reserve to help meet costs of ensuring IT equipment and services are kept up to date across the Council.	£1,494

Any underspend in the below budgets is usually considered for earmarking as part of establishing funds for anticipated large expenditure which the Council expects and plans for. Due to expenditure incurred this year it is not expected that there will be any underspend to earmark.

Revenue Budgets that would usually be earmarked which have zero remaining funds					
Cost Centre	Budget Code	Budget Heading	Est. Remaining Budget	Purpose	Current EMR Level
210	4107	Tree Maintenance	£0	To build a reserve for required maintenance works to trees which arises from a five-year tree survey (and more regular in-house inspections) of the Council tree stock. This work can be costly, and the Council should plan for it. The Council has approved £27,975 in costs for required tree work arising from the recent surveys. This will therefore use the current existing budget and part of the existing EMR. There will be a further cost of £4,050 in 2024/25 from that year's revenue budget. The EMR also allows for tree planting if approved by FC.	£34,699
102	4375	Election Expenses	£0	The Council usually earmarks unspent revenue election costs to fund any unexpected election expenses that may occur and establish a reserve for Town Council elections held on a four-year basis. Zero budget remaining at EOY due to elections for vacancies which arose in 2023/24.	£0
201	4113	Memorial Inspections	£0	To fund the five yearly inspection of cemetery memorials. The Council has a duty to undertake inspections and funds are set aside in earmarked reserves to build a sufficient budget to cover the inspection cost over a five-year period. Inspections are currently underway, with payment made for those cemeteries completed to date. Therefore, there is no anticipated unspent revenue budget to earmark.	
301	4109	Streetlights	£0	To help fund any required work to the Council's lighting stock which results from the current streetlight audit. Zero budget remaining due to number of repairs needed in 2023-24	£0

	B	E	F	H
1	St Neots Town Council			
2	Reserves as at 31 January 2024			
3	Title	01/04/2023	Spent/Added 23-24	AS AT 31/01/2024
4				
5	Land and buildings acquis reserve	115,444		115,444
6	IT Hardware	1,494		1,494
7	Website Programming	1,247		1,247
8	Memorial Inspection	11,735	-5,480	6,255
9	Highway Improvements and LHIF	81,154		81,154
11	Depot Equipment and vehicles	4,567		4,567
14	Communtiy Buildings (Mus survey-FC 28/02/23)	158,037	-2,060	155,977
15	Loves Farm Community Centre	117		117
16	The Cage Lock up (21/22 budget notes)	1,500		1,500
17	St Neots Music Festival (FC 27/10-ref 104, FC28-02-23)	15,000	-15,000	0
18	Members Training (FC 12/01/21)	2,922		2,922
19	Staff training (FC 22/02/21)	11,678		11,678
20	Equipment and furniture office (21/22 budget notes-new carpet)-TC Running costs balance	3,805		3,805
21	Tree planting/maintenance (21/22 budget notes)	34,699		34,699
22	Electric Cars Charging Points (CAP 20/21)	0		0
23	Carbon Neutral Projects (CAP 20/21)	13,000		13,000
24	Play Areas - Henbr & Arnhe (CAP 20/21)	70,759		70,759
25	Play Areas 22/23 budget (brickhills FC 27/6/23)	40,000	-40,000	0
26	Band Stand (CAP 20/21)	15,000		15,000
27	Speed Reducing Signs (CAP 20/21)	4,500		4,500
28	Tourism and Marketing website (20/21)	2,140		2,140
29	Youth Council (20/21)	5,923		5,923
30	Youth Council worker	9,280		9,280
31	Provision for Splash Park Loan repayment (CAP 20/21)	60,000		60,000
32	Street Furniture	5,372		5,372
33	War Memorials	7,707		7,707
34	Defib maintenace	2,086		2,086
35	Defib purchase	3,585		3,585
36	LCAS Accreditation	250		250
37	Broadcasting equipment for meetings	1,300		1,300
38	Flood management	5,000		5,000
39	Election expenses (21/22 Budget Notes)	11,477		11,477
40	EARMARKED RESERVES TOTAL AT 31/01/2024	700,778	-62,540	638,238

ST NEOTS TOWN COUNCIL

Committee	FINANCE AND GOVERNANCE
Date:	19th MARCH 2024
Title:	YOUNG PEOPLES COUNSELLING SERVICE
Contact Officer:	TOWN CLERK

1. Purpose of the Report

- 1.1 To seek a recommendation from Councillors on renewing a service level agreement with the Youth Peoples Counselling Service for the delivering of counselling sessions operating out of Longsands Academy.

2. Recommendation

- 2.1 That the Committee recommend that the Council agree in principle to renew the Service Level Agreement with the Young Peoples Counselling Service to deliver 286 hours of young persons counselling in St Neots.

3. Background

- 3.1 The Council previously agreed to fund a number of youth counselling sessions for young people in St Neots. A budget of £10,000 was agreed for the 2022/23 financial year with an agreement put in place with the Young Peoples Counselling Service (YPCS) to deliver 286 hours of counselling. The service was provided out of Longsands School but was not just for pupils of that school.
- 3.2 The provision was seen as successful, and the Council agreed to include a further £10,000 in its 2023/24 budget to provide the counselling service again. In reviewing the 2023/24 provision the YPCS highlighted an increase in costs which would have either lead to an unbudgeted cost increase for the service, or a reduction in the number of hours counselling was provided.
- 3.3 The Council resolved to increase funding for the service provision by £1,000 to £11,000 to ensure the same number of hours were delivered as in 2022/23.
- 3.4 The Council has included a further £11,000 in its 2024/25 budget and the YPCS has indicated that the costs of the service will be held, meaning the £11,000 budget will provide the same number of hours as in the previous two years.

4. Information

- 4.1 The YPCS is in the process of looking to put in place any service provision commitments and agreements for the 2024-2025 academic year. The request to look at 2024-25 provision commitments is earlier than usual, but the organisation have asked for confirmation on renewal of SLA's to help them understand and plan for delivery over the coming months.
- 4.2 Part of this planning process is to ensure delivery alongside the funding challenges the organisation faces for its free services from its centres. Members may be aware that the YPCS has launched a #SAVEYPCS! fundraising campaign ([Save YPCS! - and help preserve vital mental health provision in Cambridgeshire - JustGiving](#)). The YPCS is seeking to raise £300,000 by April 2024 to ensure it can continue to provide a free counselling and therapy service directly from their therapy centres.

- 4.3 The fundraising figure is to allow them to provide a free counselling and therapy service from their therapy centres in Yaxley and Wisbech.
- 4.3 The YPCS has stated that they are committed to fulfilling their current (and new) school partnerships, which is part of the delivery St Neots Town Council provides funding to for counselling operating out of Longsands Academy. All private funded contracts will continued to be fulfilled despite the outcome of the free counselling delivery from YPCS facilities.
- 4.4 There may potentially be a change in the therapist allocated to deliver service, however the YPCS has advised that this decision will be based on clinical need as well as staffing structure and capacity.
- 4.5 The YPCS has asked for indications on whether SLA's will be renewed by 28th March 2024.

5. Financial Implications

- 5.1 The Council has a budget of £11,000 for the provision of youth counselling via the Young Peoples Counselling Service (YPCS) for the 2024/25 year. The costs for the service have not changed and if agreed the expenditure to the Council will be within the set budget.

6. Legal Powers

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

Service Level Agreement

This Agreement is dated _____

PARTIES

(1) **ST NEOTS TOWN COUNCIL** of Council Offices, The Priory, St Neots, PE19 2BH (**Funder**)

(2) **Young Persons Counselling Service** registered with Charity Number 1190555 whose correspondence address is at Annabelle Davis Centre, School Bungalow, Broadway Yaxley, PE73JD (**Recipient**)

BACKGROUND

- (A) The Recipient has been provided £11,000 (**the Funds**) from the Funder to enable the charity to provide a counselling and mental health support service for young people in St Neots. The funding will cover provision for one day a week, which will be run out of Longsands School in St Neots.
- (B) The one day a week will be comprised of six and a half hours, 5 hours of which will be clinical time with young people with the remaining time used for administration to support the service.
- (C) The funding provided will cover 286 hours of the YPCS therapists time which will be spread over approximately 44 weeks.
- (D) The Recipient will be acting independently of Longsands School and will have an agreement/understanding in place with the school to ensure that this is the case. The school will however act as the location for the service provision.
- (E) The Recipient will provide the Funder with quarterly information and updates on the success of the service and the impact the funding provided is having.
- (F) This Agreement sets out the terms and conditions on which the Funds are made available by the Funder to the Recipient.

AGREED TERMS

1. PURPOSE OF FUNDING

- 1.1 The Recipient shall use the Funds only as a contribution to the cost of delivery of the Project set out and in accordance with the terms and conditions set out in this Agreement. The Funding shall not be used for any other purpose.

2. PAYMENT OF FUNDS

- 2.1 The payment shall be made by direct transfer into the Recipient's bank account as notified to the Funder by the Treasurer/representative of the Recipient from time to time. Such payment when made in accordance with those instructions shall be entirely at the risk of the Recipient.
- 2.2 The Recipient shall promptly repay to the Funder any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where the Funds have been paid in error.



St Neots
Town Council

t: 01480 388911

e: enquiries@stneots-tc.gov.uk

w: www.stneots-tc.gov.uk

a: The Priory, St Neots, PE19 2BH

3. USE OF FUNDS

3.1 The Funds shall be used by the Recipient for the delivery of the Project and for no other purpose.

4. ACCOUNTS AND RECORDS

4.1 The Recipient shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Funds for a period of at least six years following receipt of any Funds to which they relate. The Funder shall have the right to review, at the Funder's reasonable request, the Recipient's accounts and records that relate to the expenditure of the Funds and shall have the right to take copies of such accounts and records.

4.2 The Recipient shall comply and facilitate the Funder's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Funder.

5. REPAYMENT OF FUNDS

5.1 In the event of the Recipient ceasing to operate or ceasing to carry out the service provision in St Neots for which the funding is granted, the Recipient will repay to the Funder an amount equivalent to the number of unexpired hours between the date of the service ceasing and the remaining weeks service provision due.

5.2 The Recipient shall report an event to the Funder within 14 days of the same occurring and shall pay the amount due under clause 5.1 within 7 days of such report.

5.3 Such repayment shall be without deduction and shall be payable whether or not formally demanded by the Funder.

6. MONITORING AND REPORTING

6.1 The Recipient shall use best endeavours to ensure that the aims and objectives of the Project are being met and that this Agreement is being adhered to.

6.2 The Recipient shall on request provide the Funder with such further information, explanations and documents as the Funder may reasonably require in order for it to establish that the Funds have been used properly in accordance with this Agreement.

7. FREEDOM OF INFORMATION

7.1 The Recipient acknowledges that the Funder is subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 (**EIRs**).

7.2 The Recipient shall provide all necessary assistance and cooperation as reasonably requested by the Funder to enable them to comply with its obligations under the FOIA and EIRs;

8. ANTI-DISCRIMINATION

8.1 Neither the Funder nor the Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment or otherwise.

9. LIMITATION OF LIABILITY

9.1 The Funder accepts no liability for any consequences, whether direct or indirect, that may come about from the Recipient undertaking the Project or the use of the Funds. The Recipient shall indemnify and hold harmless the Funder, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs,



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expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to the Project, the non-fulfilment of obligations of the Recipient under this Agreement or its obligations to third parties.

9.2 Subject to Clause 9.1 the Funder’s liability under this Agreement is limited to the payment of the Funds.

10. WAIVER

10.1 No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

11. NOTICES

11.1 All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

12. NO PARTNERSHIP OR AGENCY

12.1 This Agreement shall not create any partnership or joint venture between the Funder and the Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

13. JOINT AND SEVERAL LIABILITY

13.1 Where the Recipient is not a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign this Agreement on behalf of the Recipient shall be jointly and severally liable for the Recipient’s obligations and liabilities arising under this Agreement.

14. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

14.1 This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

EXECUTED	
by	St Neots Town Council
Acting by	
Authorised Signatory
SIGNED as a DEED	
by [SIGNATURE OF TRUSTEE)
In the presence of	
Witness Signature	

ST NEOTS TOWN COUNCIL

Committee	FINANCE AND GOVERNANCE
Date:	19th MARCH 2024
Title:	GRANT AID REVIEW
Contact Officer:	TOWN CLERK

1. Purpose of the Report

- 1.1 To seek approval from the Committee on proposed changes from the Grant Aid Scheme working group to the way in which the Grant Aid Scheme is administered and managed.

2. Recommendation

- 2.1 That the Committee approve the proposed changes to the grant aid scheme as set out in the recommendation table provided by the Grant Aid Scheme Working Group, including the creation of separate large and small grant aid budgets and the supporting process in running those grant schemes.

3. Background

- 3.1 The committee previously considered a report from the Town Clerk reviewing the Council's Grant Aid Scheme in light of the 2023/24 process and the pressures or challenges that had been encountered during the year, including an increase in applications for large funding amounts and the impact this had on available funds.
- 3.2 The Committee discussed and provided views on key areas that needed to be considered as part of a review. It was agreed that a Working Group consider the Grant Aid Scheme and bring back a recommendation to the committee on how it could be managed going forward.

4. Information

- 4.1 A summary of the way in which the Council could amend the implementation and administering of its Grant Aid Scheme is attached to this report. These proposals are based on the suggestions of the Working Group and discussion with the RFO and Town Clerk. (See Appendix A)
- 4.2 In reviewing the Grant Aid Scheme and putting forward proposed changes the Working Group considered points raised by Committee Members at the last Finance and Governance Committee Meeting. This included, but was not limited to considering;
- Vetting process of applications
 - Reliance by organisations on ongoing/annual funding from the Council
 - Increase in applications from new (establishing) organisations
 - Clarity on what the Council will and will not fund under the grant aid scheme
 - Difference between small and large grants and how they are evaluated
 - Management of budget through out the funding rounds
- 4.3 It is recognised that due to budgets that have already been set for the 2024/25 financial year and the way in which grants have previously been managed there will be a transition period over 2024/25 with the new policy taking full effect in 2025/26 and as part of the budget setting process for that year. This would

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ATTACHMENT 9

particularly be the case for any annual grants the Council currently awards that it may wish to remove from the general grant budget and transition to SLA's with their own budget line.

- 4.4 Members are asked to consider the proposed changes. If the proposed change in the way the Council runs its Grant Aid Scheme is agreed the Working Group and officers will bring forward a revised grant aid policy based on the changes.

5. Financial Implications

- 5.1 The Council has a grant budget of £74,020 for the 2024/25 financial year. The Grant Aid Scheme will need to be managed and delivered within the available budget.

6. Legal Powers

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

APPENDIX A

GRANTS POLICY APPROACH

Members are asked to consider the below recommended approach to administering the Council's Grant Scheme, which would be a change from the current model and would require agreement and development of a clear policy and guidance.

	GRANT AID SCHEME		
CRITERIA	SMALL	LARGE	ONGOING / SLA
Annual budget	Allocation of a proportion of the annual budget for small grants. Amount TBC	Allocation of a proportion of the annual budget for large grants. Amount TBC	Unlimited
Which council budget	Small Grants Budget	Large Grants Budget	Create new budget line
Intent	Project and capital costs; no core running costs	Project and capital costs; no core running costs	Small organisations who provide a valuable ongoing service for the benefit of residents
What value can be requested	<= £1,000	> £1,000, <= £10,000	Unlimited
Organisations can apply	Once per year	Every other year	Once per year
Cut off point before meeting for applicants	4 weeks	4 weeks	8 weeks
Frequency of meetings	Quarterly	Half Yearly	October, ahead of budget cycle
Organisation Standard	No requirement	Constituted non-profit organisation with bank account and dual signatures	Constituted non-profit organisation with bank account and dual signatures

APPENDIX A

GRANTS POLICY APPROACH

	GRANT AID SCHEME		
CRITERIA	SMALL	LARGE	ONGOING / SLA
Specific information requested in advance	Accounts (if available but a lower bar) Bank Statement	Accounts, Constitution, Bank Statement, project profit and loss.	Review of service performance from previous years
Paid Out	ASAP, on agreed terms	ASAP, on agreed terms	From following April
Term Length	n/a	n/a	1 Years
Preferred payment terms	Money transferred directly where organisational bank accounts in place, else council will purchase on their behalf and donate. No payments to individuals.	Money transferred directly to organisations bank account. No payments to individuals.	Money transferred on a annual basis following approval.
Must be used within...	12 months from the grant.	12 months from grant, with follow up	Within Financial year
Budget available per meeting	Whole budget is available in all meetings (plus for large grants)	Half of budget, with unspent rolling over to increase the next half	N/A
Match Funding expectations	None	Min. 25%	None
Further approvals required	None	None, up to £5,000, otherwise Full Council	Full Council
Checks for staff to carry out before forwarding to committee	No meetings Bank statement dated in last 4 weeks	Checklist to be created, including: <ul style="list-style-type: none"> • Proof of accounts (statement) • Constitution • Balanced budget showing project costs and income • Match funding • Bank statement 	TBC

APPENDIX A

GRANTS POLICY APPROACH

	GRANT AID SCHEME		
CRITERIA	SMALL	LARGE	ONGOING / SLA
		<ul style="list-style-type: none"> Meetings only happen at discretion of RFO. 	
Notes and Unanswered questions on SLA's	<p>Consideration to be given to whether a bridging grant would be required to get a project started before the revenue stream is available as part of 2025/26 budget considerations.</p> <p>Consideration on definition of service levels and how performance would be tracked</p> <p>Are there any requirements the Council would want to attached to use of funding for Community Associations? An annual report to say how it's been spent seems reasonable and should be a condition.</p>		