

Finance & Governance Committee

Present: Cllrs Banks, Chapman, Collins, Cooper-Marsh, Goodman, Hitchin, Maslen, Slade and Pitt.

Absent: Cllrs Johnson, Mascarenhas

In attendance: Deputy Town Clerk, Responsible Finance Officer and Project Delivery Manager

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 18th February 2025** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were no members of the public present.

ACTIONS

112 Apologies for Absence

Apologies were received from Cllrs

Admin

113 Declarations of Interest

Cllrs Pitt, Banks, Chapman and Slade declared a non-pecuniary interest in agenda item 127, Priory Centre Redevelopment.

Cllrs Pitt and Maslen declared a non-pecuniary interest in item 124, Equipment Hire Policy.

114 Minutes

RESOLVED to approve the minutes of the meeting of the Finance & Governance Committee held on 21st January 2025 as a true and accurate record.

115 Payments

Members received and noted payments for December 2024.

116 Bank Cash and Investment Reconciliations

Members received and noted bank cash and investment reconciliations as at 31st December 2024.

117 Reserves

Members received and noted Council Reserves and earmarked reserves as of 31st December 2024.

118 Service Level Agreements (SLAs)

Members considered the Service Level Agreements for organisations the Council has budgeted funds for the provision of services in the 2025-26 financial year.

RESOLVED to recommend that the Council approve the SLAs for:

- Huntingdonshire Volunteer Centre
- Money Advice St Neots
- Citizens Advice Rural Cambridgeshire

and that monitoring and reporting for beneficiaries specific to St Neots and the organisations is included in their reporting.



119 War Memorial Earmarked Reserves

Members received and considered a recommendation from the Operations and Amenities Committee that the Town Council allocate £6,190 from the War Memorial earmarked reserve for the professional cleaning of war memorials under the Council's care.

RESOLVED to RECOMMEND that the Council approve Company C is appointed as a preferred contractor to carry out specialist cleaning of three war memorials under the Town Council's care and that £6,190 in funding is allocated from the War Memorial Ear Marked reserves.

120 Museum Building

i) Museum Roof

Members considered a recommendation from the Operations Committee for additional works required to the museum roof. These works are essential to complete the previously approved scope of works with the cost being mostly from additional materials and not hours.

RESOLVED to RECOMMEND that the Council release £5,900.00 in funding from the Community Buildings earmarked reserve to pay for unexpected works completed as part of repairing and securing the museum roof.

ii) Museum Air Conditioning

Members considered a recommendation from the Operations Committee for the replacement of broken air conditioning units at the Museum. Correct indoor climate in the Museum is very important for the collection and their team of volunteers.

RESOLVED to RECOMMEND that the Council release up to £5,000.00 (£4,398.38 as quoted with 7.5% discount for replacement of all three units and the rest as contingency for related electric works and materials) in funding from the Community Buildings earmarked reserve for the supply, installation, and commission of three replacement air condition units at St Neots Museum.

121 Depot Building Security

The Depot suffered a break in in January 2025 and the Police have recommended that the Council re-consider CCTV provision at the depot building.

RESOLVED to RECOMMEND that the Council approve the use of unspent funds in the Repairs and Maintenance budget for the installation of CCTV at the operations deport at a cost of £2,550.

122 Granting Funding Returned

Members received and noted the return of unspent grant funding awarded to Waterside Green Energy of £9,481.46.

RESOLVED to RECOMMEND that the Council vire the unspent grant funding of £9,481.46 to the grant fund budget for the current financial year.

123 IT Security Policy

Members considered a report on the Council's IT Security Policy and the implications if a user account is removed from this policy. The IT Security Policy is designed to safeguard the council's digital assets and ensure secure access to critical systems.

RESOLVED to RECOMMEND that members user accounts should remain part of the Council's IT Security Policy.

124 Equipment Hire Policy

Members received and considered the recommended adoption of a Council Equipment Hire Policy as recommended by the Operations and Amenities Committee.

RESOLVED to RECOMMEND that the Town Council adopt the draft Equipment Hire Policy.

125 Date of Next Meeting

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 18th March 2025 at 7:15pm.

126 Public Bodies (Admission to Meetings) Act 1960 Exclusion of the press and the Public

RESOLVED to RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

127 Priory Centre Redevelopment

Members considered a report outlining information on the Priory Centre redevelopment and provisional value engineering costs.

RESOLVED to RECOMMEND that the Council contributes funding as provided for in Option 1 of the Value Engineering Report from the Town Council's Community Infrastructure Levy (CIL) towards the scheme construction costs and that any unspent contingency is returned to the Council to reduce CIL expenditure or provide further improvements to the project.

COMMITTEE CHAIRPERSON