

MINUTES OF THE MEETING OF ST NEOTS TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
HELD IN THE CLOISTER
ON TUESDAY 12 AUGUST 2010

Present:

Cllr S van de Kerkhove - Chairman
Cllr R W Eaton
Cllr D Collins
Cllr B Chapman

25. Apologies for Absence

Cllr P Ursell was not present.

26. Declarations of Interest

There were no declarations of interest.

27. Erection of Cross Street Lighting

The Town Council purchased cross street lighting to be erected on the high street three years ago. The lights have been in storage for over two years due to difficulties in shop owners granting permission for the Town Council to use their buildings to erect the Christmas lights.

Members considered the erection of the cross street lights to be erected around the market square.

Members **RESOLVED:**

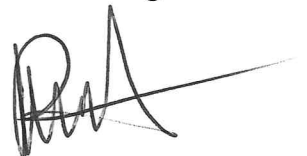
That the cross street lights be stored for this year and review the cross street lighting in January 2011.

28. Public Conveniences

The Town Clerk advised that the leases are to be signed by the Chairman of the Finance Committee and the Responsible Finance Officer.

Members **APPROVED** and **NOTED:**

That the Chairman and The Responsible Finance Officer sign the leases.



29. New Cemetery

The Cemetery extension was given to the town in October 1933, for the purpose of a burial ground.

The cemetery land deed has been transferred into the Town Council possession and 50% of the cemetery has been consecrated.

Burials have taken place within the site and a new roadway for the funeral vehicles is required before the winter weather is upon us.

The new roadway will be joined to the existing road within the cemetery which includes an arc turning circle. Huntingdonshire District Council has advised that no planning consent is required as this would be a permitted development.

Members **RESOLVED:**

- The Town Clerk and the Chairman Cllr P Ursell be given delegated authority to action the new Tarmac roadway and seek out the best quotation from the three tenders.
- That the Responsible Finance Officer is authorised to make a virement from the most appropriate fund within the ear marked reserve.

30. Quarterly Stock take

The Community Centres Manager's report advised members that the Centre requires a quarterly external stock taker to verify the bar stock for the Centre.

Quote 1 is £180 per quarter and £180 year end. This company has recommendations from the Town Council brewery Charles Wells

Members **RESOLVED:**

To appoint Quote 1 for a twelve month term for £180 per quarter and £180 fee at year end.

31. Toilet Refurbishment

The Community Centres Manager's report advises members that a specification for the first floor toilets will be required to refurbish the ladies and gentlemen toilets.

The Town Council has received two quotes for a specification to be drawn up. Quote 1 costs £500.00 for a written specification and a further £500 for plans to be drawn up. Quote 2 costs £416.00 for the survey, £468 design proposal, specification and coordination £1098.



Members **RESOLVED:**

That Quote 1 draws up a specification for the first floor toilets refurbishment.

32. Office Photocopier

The Town Clerk advised that the lease is to be signed by the Chairman of the Finance & General Purposes Committee and the Responsible Finance Officer

Members **APPROVED** and **NOTED:**

That the Chairman and The Responsible Finance Officer sign the lease.

33. Office IT Support

The Town Clerk advised that the contract is to be signed by the Chairman of the Finance & General Purposes Committee and the Responsible Finance Officer.

Members **APPROVED** and **NOTED:**

That the Chairman and The Responsible Finance Officer sign the contract.

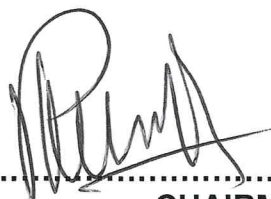
34. Annual Grant Awards

Members considered the grant applications

Members **APPROVED:**

That grant monies would be paid either in cheque or credit note.
See appendix 1 attached to these minutes.

Meeting closed at 8.30pm.


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CHAIRMAN
12.08.10

St Neots Town Council

List of Payments made between 1st April to 30th April 2010

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/04/2010	ING Apr 10	INGAPR10	£ 834.00	ING Apr 10 Lease repayment
06/04/2010	SLCC VAT Only	208723	£ 84.00	SLCC VAT Only
06/04/2010	Eatons Plaque Open Day	208724	£ 148.41	Eatons Plaque Open Day
06/04/2010	Probadge Eatons Open Day	208726	£ 13.60	Probadge Eatons Open Day
06/04/2010	NTL - BUSINESS	ddr	£ 21.89	1062 Mar 10 Phone Calls
06/04/2010	NTL - BUSINESS	ddr1	£ 38.65	1058 Mar10 P Centre
06/04/2010	ORANGE PAYMENT PROCESSING	ddr2	£ 176.36	1119 Mar 10 Charges
06/04/2010	Postage	ROYAL MAIL	£ 500.00	Postage
08/04/2010	BACS Wages WK1	BACS WK1	£ 701.10	BACS Wages WK1 Weekly Salaries
09/04/2010	St Neots Catering Hire	208728	£ 34.84	St Neots Catering Hire
13/04/2010	Petty Cash Town Council	208729	£ 49.59	Petty Cash Top up
13/04/2010	Cambridgeshire ACRE	208730	£ 25.00	Cambridgeshire ACRE
13/04/2010	Carter Jonas Farmers Market	BACS	£ 489.91	Carter Jonas Farmers Market Rent
14/04/2010	Sportsmans Dinner	208742	£ 150.90	Sportsmans Dinner
15/04/2010	Independent Safety Training	208712	£ 3,172.50	1026 Training Courses COSHH etc.
15/04/2010	Acorn Windows Ltd	208731	£ 101.05	1140 New Lock
15/04/2010	AUFAIT SYSTEMS	208732	£ 1,673.21	1095 New Till
15/04/2010	H F R BANKS & SONS	208733	£ 1,038.41	1075 Plants
15/04/2010	BEDFORD TIMBER LTD	208734	£ 326.65	1085 Timber for shelves at depot
15/04/2010	Clover Office Supplies	208735	£ 75.83	1130 Stationery
15/04/2010	K FERGUSONS LTD	208736	£ 940.00	1074 Maintain Flower beds
15/04/2010	Multisigns	208738	£ 252.04	1117 Signs for ops team
15/04/2010	Sheriff Amenity	208739	£ 1,312.07	1053 Various Seeds & Fertilise
15/04/2010	SOCIETY OF LOCAL COUNCIL	208740	£ 376.00	1065 Training Cemetery Management
15/04/2010	Roger Wilson Electronics	208741	£ 3,452.15	1098 Lights for Priory centre
15/04/2010	ANGLIAN WATER SERVICES LTD	BACS	£ 2,673.12	1023 Water Sep09-Mar10
15/04/2010	Rates Apr10	RATESAPR10	£ 1,099.24	Rates Apr10
15/04/2010	Wages Wk 2	WAGESWK2	£ 459.70	Wages Weekly wk 2
15/04/2010	Apr 10 Salaries	APR10	£ 23,040.24	Apr 10 Salaries
15/04/2010	Museum Salaries Apr10	APR10	£ 1,185.60	Museum Salaries Apr10
16/04/2010	Psychic Frontiers	BACS	£ 1,336.67	Psychic Frontiers Event Cost
20/04/2010	NTL - BUSINESS	ddr5	£ 71.32	53 Apr 10 Phone
20/04/2010	NTL - BUSINESS	ddr6	£ 48.57	56 April 10 Phone
22/04/2010	Wages Wk3	WAGESWK3	£ 777.24	Wages Weekly wk 3
23/04/2010	PHS Group PLC	BACS	£ 723.37	58 Hand Driers Apr10
26/04/2010	BOC LTD	ddr8	£ 44.12	1139 Gas for Bar
27/04/2010	BRITISH TELECOM	ddr9	£ 246.75	26 Internet 01/04/10-30/06/10
28/04/2010	TOTAL UK LTD	ddr10	£ 163.32	1129 Fuel Mar10
29/04/2010	Summer Bands Licence	208743	£ 23.00	Summer Bands Licence
29/04/2010	Training Essex County Council	208744	£ 70.00	Training Essex County Council
29/04/2010	Training Essex County Council	208745	£ 70.00	Training Essex County Council
29/04/2010	Training Essex County Council	208746	£ 70.00	Training Essex County Council
29/04/2010	Weekly Wages Wk4	WAGES WK4	£ 787.34	Weekly Wages Wk4
30/04/2010	Alexandra PLC	BACS	£ 75.82	BACS Purchase Ledger Payment
30/04/2010	Arboreal Services	BACS	£ 775.50	BACS Purchase Ledger Payment
30/04/2010	Archant Herts & Cambs	BACS	£ 948.80	BACS Purchase Ledger Payment
30/04/2010	Arthur Ibbett Ltd	BACS	£ 55.39	BACS Purchase Ledger Payment
30/04/2010	Biffa Waste Services	BACS	£ 282.52	BACS Purchase Ledger Payment
30/04/2010	Ken Booth & Co Ltd	BACS	£ 147.46	BACS Purchase Ledger Payment
30/04/2010	B&Q	BACS	£ 435.32	BACS Purchase Ledger Payment
30/04/2010	Cemetery Development Services	BACS	£ 434.75	BACS Purchase Ledger Payment
30/04/2010	Complete Imaging PLC	BACS	£ 434.53	BACS Purchase Ledger Payment
30/04/2010	Cooleraid Ltd	BACS	£ 38.20	BACS Purchase Ledger Payment
30/04/2010	Doves Hygiene Services	BACS	£ 132.92	BACS Purchase Ledger Payment

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
30/04/2010	Elliotts	BACS	£ 1,099.06	BACS Purchase Ledger Payment
30/04/2010	Espo	BACS	£ 1,556.94	BACS Purchase Ledger Payment
30/04/2010	Gibbs & Dandy	BACS	£ 113.48	BACS Purchase Ledger Payment
30/04/2010	Hinchingsbrooke Health Trust	BACS	£ 351.80	BACS Purchase Ledger Payment
30/04/2010	Hire or Buy Group	BACS	£ 334.05	BACS Purchase Ledger Payment
30/04/2010	Kegcheck	BACS	£ 131.01	BACS Purchase Ledger Payment
30/04/2010	Maskeraid	BACS	£ 615.61	BACS Purchase Ledger Payment
30/04/2010	Oak Tree Management	BACS	£ 205.62	BACS Purchase Ledger Payment
30/04/2010	PCS Business Systems	BACS	£ 34.08	BACS Purchase Ledger Payment
30/04/2010	Peterborough Laundry	BACS	£ 31.08	BACS Purchase Ledger Payment
30/04/2010	Reed Employment PLC	BACS	£ 1,215.78	BACS Purchase Ledger Payment
30/04/2010	React Computer partnership	BACS	£ 220.32	BACS Purchase Ledger Payment
30/04/2010	Reed Events	BACS	£ 168.00	BACS Purchase Ledger Payment
30/04/2010	St John Ambulance	BACS	£ 23.50	BACS Purchase Ledger Payment
30/04/2010	Sound and Light Partnership	BACS	£ 352.50	BACS Purchase Ledger Payment
30/04/2010	SMP Playgrounds	BACS	£ 1,388.36	BACS Purchase Ledger Payment
30/04/2010	St Neots Fencing Company	BACS	£ 1,236.08	BACS Purchase Ledger Payment
30/04/2010	Stable Cables	BACS	£ 120.85	BACS Purchase Ledger Payment
30/04/2010	Sunglint	BACS	£ 388.51	BACS Purchase Ledger Payment
30/04/2010	Superior Landscapes	BACS	£ 420.00	BACS Purchase Ledger Payment
30/04/2010	Tara Buffet Services	BACS	£ 6.93	BACS Purchase Ledger Payment
30/04/2010	T&J Fire	BACS	£ 83.26	BACS Purchase Ledger Payment
30/04/2010	Tungate Forms & Labels	BACS	£ 585.10	BACS Purchase Ledger Payment
30/04/2010	Veolia	BACS	£ 195.19	BACS Purchase Ledger Payment
30/04/2010	Valuation Office	BACS	£ 728.50	BACS Purchase Ledger Payment
30/04/2010	Casual Staff Priory Centre	208747	£ 42.00	Casual Staff Priory Centre Bar
30/04/2010	Petty Cash Town Council	208748	£ 85.96	Petty Cash Top Up
30/04/2010	Bank Charges	BANK	£ 88.13	Bank Charges for Audit
30/04/2010	PAYE AND PENSION APRIL 10	PAYE BACS	£ 9,600.14	PAYE AND PENSION APRIL 10
30/04/2010	WK 5 Weekly Wages	WK 5 WAGES	£ 839.74	WK 5 Weekly Wages
30/04/2010	AUFAIT SYSTEMS	208750	£ 352.50	9 12 Month Software contract
30/04/2010	Barsby Cooked Meats	208751	£ 60.32	10 Cafe Bar Snacks
30/04/2010	CHUBB ELECTRONIC SECURITY	208752	£ 959.31	28 Alarm 28/05/10-27/05/11
30/04/2010	Clymac Fire & Security Systems	208753	£ 564.00	29 Alarm 27/04/10-27/04/11
30/04/2010	Donarbon Ltd	208754	£ 53.46	36 Waste Disposal
30/04/2010	Shaw & Sons Ltd	208755	£ 763.75	72 register of graves Books
30/04/2010	The Smiling Grape Company	208756	£ 164.70	73 wine order
30/04/2010	Sprint Refrigeration & Catering	208757	£ 1,407.46	75 Bottle Cooler Eatons
30/04/2010	St Ives Photographic Studio	208758	£ 100.00	79 Photos Eatons open day
30/04/2010	ST NEOTS MUSEUM	208759	£ 7,517.11	1158 Quarter Ended 31/03/10
06/04/2010	EON Energy Ltd	ddr1	£ 3,585.15	1000 Xmas Lights
15/04/2010	RATESAPR10	RATESAPR10	£ 1,314.82	RATESAPR10
21/04/2010	GATESHEAD CARD CENTRE	ddr2	£ 105.93	1118 Card Charges Mar10
26/04/2010	WELLS & YOUNG BREWING	ddr3	£ 3,717.11	1030 Bar Order
28/04/2010	CHICO COFFEE INTERNATIONAL	ddr4	£ 264.28	1052 Coffee Order
		Total Payments	£ 95,830.45	