



Finance & Governance Committee

To: Committee Members

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

Copies: 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 18th February 2025** at **7.15pm** in the **Eaton's Community Centre, The Maltings, St Neots, PE19 8ES**.

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.

K Pollecutt

K Pollecutt
Deputy 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 21st January 2025 as a true and accurate record. Attachment 1

4. Payments

To receive and consider payments for December 2024. Attachment 2

5. Bank Cash and Investment Reconciliations

To receive and note bank cash and investment reconciliations as of 31 December 2024. Attachment 3



6. Reserves

To receive and note Council Reserves and earmarked reserves as of 31st December 2024. Attachment 4

7. Service Level Agreements (SLAs)

To receive and consider Service Level Agreements for organisations the Council has budgeted funds for the provision of services in the 2025-26 financial year.

i) Huntingdonshire Volunteer Centre Attachment 5

ii) Money Advice St Neots Attachment 6

iii) Citizens Advice Rural Cambridgeshire Attachment 7

8. War Memorial Earmarked Reserves

To receive and consider 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. Attachment 8

9. Museum Building

i) To receive and consider a recommendation from the Operations and Amenities Committee on allocating £5,900 in funding from the Community Building Earmarked Reserve for additional unexpected work required as part of the St Neots Museum roof repair, Attachment 9

ii) To receive and consider a recommendation from the Operations and Amenities Committee on allocating £5,000 in funding from the Community Building earmarked reserve for the replacement of broken air conditioning units at St Neots Museum. Attachment 10

10. Depot Building Security

To receive and consider a recommendation from the Operations and Amenities Committee on funding for the installation of CCTV at the Operations Depot as part of improving security. Attachment 11

11. Granting Funding Returned

To receive and note the return of unspent grant funding awarded to Waterside Green Energy of £9,481.46. Attachment 12

12. IT Security Policy

To receive and consider a report on the Council's IT Security Policy. Attachment 13

13. Equipment Hire Policy

To receive and consider the recommended adoption of a Council Equipment Hire Policy as recommended by the Operations and Amenities Committee. Attachment 14

14. Date of Next Meeting

To note that the next scheduled meeting of the Finance and Governance Committee is the 18th March 2025 at 7:15pm.



15. Committee In Private Session

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

16. Priory Centre Redevelopment

i) To receive and consider a covering report from the Project Delivery Manager outlining information on the Priory Centre redevelopment costs and provisional value engineering proposed as part of meeting project delivery and agreeing the funding to be contributed by the Town Council. Attachment 15

ii) To consider and make recommendations to the Full Council on agreeing the Town Council's Community Infrastructure Levy (CIL) contribution towards the scheme construction costs

**THIS PAGE HAS BEEN
LEFT INTENTIONALLY
BLANK**

Finance & Governance Committee

Present: Cllrs Banks, Cooper-Marsh, Goodman, Hitchin and Pitt.

Absent: Cllr Chapman, Collins, Kumar and Maslen

In attendance: Town Clerk, Responsible Finance Officer

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 21st January** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There was one member of the public present who addressed the Council on agenda item 7. The resident raised concerns regarding the proposal to allocate £115,000 for transitioning operational vehicles to hybrid and electric models. They suggested prioritising replacing fuel-intensive diesel lawnmowers, which consume significantly more fuel than vehicles, instead of focusing on two vehicle replacements. They also recommended a phased approach, replacing one vehicle and mowers now while delaying additional vehicle replacements to allow for advancements in electric vehicle technology. They felt this strategy would better align with long-term carbon reduction goals and operational efficiency.

ACTIONS

098 Apologies for Absence

Apologies were received from Cllrs Chapman, Collins, Kumar and Maslen.

Admin

099 Declarations of Interest

Cllr Pitt commented that he is a Member of HDC Council but not part of the cabinet or decision-making process.

100 Minutes

RESOLVED to approve the minutes of the 10th December 2024 as a true and accurate record.

101 Payments

Members received and noted payments for November 2024.

102 Community Groups Annual Grant Funding

Cllr Banks declared an interest as a Trustee of the Pightle.

Cllr Pitt declared an interest as a Member of the Loves Farm Community Association.

Members received a report from the Town Clerk and RFO on the Council's awarding of allocated annual funding from the grants budget to Residents Associations for each of the areas in St Neots and community groups that maintain and manage public spaces. In 2016 the Council resolved that some specific residents' associations and Community Groups would be allocated grant funding without the need to apply. This process had continued, and the Town Clerk suggested that the Council draws up Service Level Agreements with the organisations. Members commented that a SLA may be an overburden based on the funding level and its use. There are costs associated with these groups include running costs, operational costs (i.e lawn mowers) management or maintenance costs, or in the case of Residents Associations allocating funding to others or local projects.



Members discussed reporting from organisations that receive annual allocated funding. It was felt that requesting reports on expenditure and activity for September can then be considered as part of budget setting for the following financial year.

RESOLVED to release allocated annual grant funding of £1,400 to the below organisations and that each organisation submits a report outlining use of funds, activities and future activity by the end of September 2025 to assist with budget setting.

- Eatons Community Association
- Loves Farm Community Association
- Wintringham Residents Association
- The Pightle Millenium Green Trust
- The Priory Park Friends Group

Cllr Banks and Pitt abstained from voting having declared an interest.

Members noted that funding allocated for Eynesbury Village Association would not be released as there was not currently an active association.

103 Council Building Energy Audits

Members received and considered a recommendation from the Operations and Amenities Committee on progressing recommendations arising from building audits as part of transitioning the Council's estate towards carbon net-zero. Chairperson of Operations and Amenities Committee presented the Committee's recommendations. It was explained that energy audits of Council owned and operated buildings had been undertaken resulting in several recommendations for reducing carbon output. A number of recommendations had been identified as 'quick wins'. These are quick to deliver actions at a low cost. The Environment and Emergency Committee and the Operations and Amenities Committee are recommending that these actions are delivered as a priority and that General Reserves of £5,300 are allocated. It was noted this cost was an estimate based on indicative figures provided by the energy surveys.

A Member commented that two of the buildings owned by the Council have occupants, one of which is a commercial organisation, and this should be considered when agreeing to fund actions that may be the responsibility of the tenant, such as changing bulbs as opposed to complete light fittings.

RESOLVED that carbon neutral actions identified by energy audits as 'quick wins' that can be progressed within existing revenue budgets are progressed by officers under delegated authority related to those budgets. **RESOLVED to RECOMMEND** that up to £5,300 is allocated from the Council's Community Buildings Earmarked Reserve to progress those actions for which there are no existing revenue budgets or insufficient funds in current year revenue budgets.

RESOLVED to RECOMMEND that for those buildings where the Council has tenants recommended actions which relate to the tenant's responsibilities are only progressed if paid for by the tenants. Actions for which a landlord is typically responsible are progressed by the Council.



104 Transition of Operational Vehicles to EV

The Chairperson of the Operations and Amenities Committee presented a recommendation from the Committee on the replacement of diesel vehicles with plug-in hybrid and electric alternatives. A Member thanked the resident who spoke under public participation and referred to a point made around investing in more electric lawnmowers as they have a greater diesel usage. It was explained that the reason one lawn mower was being recommended was that it would provide the Council to test and ascertain its longer-term effectiveness and capability by trialling across the Council's sites prior to investing more funds in other ride-on lawn mowers.

A Member queried type of plug-in hybrid vans and prices. Officers explained they had identified Ford Transit Customs as suitable options of which a number of second-hand models were available online within the budget proposed.

RESOLVED to RECOMMEND that the Council allocates of £115,000 for the replacement of diesel vehicles with plug-in hybrid and electric alternatives from the following funds:

- 1) £64,567 from the vehicles and lawnmower earmarked reserve.
- 2) £30,000 from the current year revenue budget for vehicles and lawnmowers.
- 3) £20,433 from the General Reserves.

RESOLVED to RECOMMEND that the Council approves the following vehicle replacements:

- 1) To replace the two oldest diesel vehicles (2010 Ford Ranger and 2013 Nissan Navara) with second-hand plug-in hybrid panel vans.
- 2) To replace one diesel ride-on lawn mower with new fully electric ride-on alternative (96" deck)
- 3) To purchase and install two charges for vehicles (EVs and Plug-ins, 7.2kW)
- 4) To purchase special charger for lawn mower batteries.

RESOLVED to RECOMMEND that the replaced vehicles (2010 Ford Ranger and 2013 Nissan Navara) are to be disposed of by sale on the open market or with any buying service or used for part-exchange when buying the replacement.

105 Oast Building Insurance

Members received a report from the Town Clerk outlining the costs of insuring the Oast building following the Council's purchase. Insurers had inspected the building and a number of actions had been undertaken by the Council's Operations Team to better protect the building and ensure all elements of the insurance policy are complied with.

RESOLVED to RECOMMEND that the Town Council approve an overspend of up to £5,244 in the Town Council's insurance budget due to the requirement to insure the Oast Building as vacant property following the purchase.



106 Oast Building Feasibility

Members received a report on progressing feasibility studies for developing uses of the Oast Building and to make a recommendation to the Full Council on the allocation of funding. A Member spoke on the importance of early engagement with key heritage and planning authorities due to the nature of the building. Concerns were expressed that any feasibility or designs need early thinking around use of space in detailed way. Each option for the building will have its own needs and this will need to be carefully considered. The Council needs to be very specific in testing these robustly.

A Member commented that the Council should look across its departments and committees to look at different objectives and priorities that can help gather and release funding sources.

Members expressed concern over spending funds prior to engagement with the public. It was queried whether a heritage statement was needed at this point and could this cost be removed.

The Project Delivery Manager outlined the proposed approach and the reasons for the recommendation. It was explained that there would be a wide team of work, and the Council could look to appoint a working group to ensure involvement and collaboration. Due to the nature of the building a heritage statement was important and would help inform discussions with Historic England and the Local Planning Authority. A statement would be needed even for repair and maintenance work to the scheduled monument.

It is important not to develop ideas and raise expectations around options that are not feasible and physically deliverable. The work recommended will help look at key options to understand their feasibility and produce material for engagement with the public. These skills are not available to the Council 'in-house'. Part of this process will look at demand and need. Presenting the limitations of the building is important.

It was commented that there needs to be work done internally around options and space to help have constructive public discussions. A Member commented that the Council should gather all feedback and be clear about why we bought the building in the first place, what the constraints are and what the possibilities are.

It was proposed and seconded to approve the officer's recommendations.

A Member spoke regarding options on preferred contractor and the importance of ensuring a company is selected that will be able to work well with key bodies such as planning and heritage. Strong relationships with these bodies will be key in a successful project and address constraints around the building.

RESOLVED to RECOMMEND that the Council approve up to £25,500.00 (incl. contingency) in funding from the General Reserve to appoint an architect and conduct Step 1 of the proposed Project Plan which will focus on feasibility studies for final shortlisting of ideas for the Oast Building redevelopment.



107 Service Level Agreements

Members received and provided feedback on a draft Service Level Agreement template to be used as the basis for agreements with those organisations funding has previously been identified for. The Town Clerk explained the KPIs and outcomes for individual organisations are currently being worked through and will be brought to the Committee in February. Any feedback on the wider points in the template Service Level Agreement document would be welcomed.

Members commented as follows;

- The committee would expect to see KPIs focuses on outputs agreed for the funding rather than outcomes that are difficult to measure.
- Understanding demand, backlog, waiting lists and where referrals are coming from for the services funded should be included in reports back to the Council.
- 14 days for a decision on reallocation of funds for an alternative use should be 30 days to allow for a meeting cycle of the Council.
- Under the section on unspent funds there should be inclusion that 'Funds must not be used for any other purpose.'
- In terms of monitoring and reporting a 6-month report at the time of the Council's budget setting process would hold more value to the Council and help the budgeting process. A report in September for the previous financial year was suggested.
- Correction of a typo on 'Pro rata'.
- End dates listed as 2025 should be 2026.

Members discussed whether the organisations receiving funds through an SLA would be eligible to also apply for funding through the Council's Grant Aid scheme. While Members acknowledged there may be specific capital projects that sit outside the services covered in the SLA that could be eligible for funding, this was not the intention of establishing SLAs and the Grant Aid policy. Concerns were raised that the Council could continue to be seen as a first resort for funding and that organisations should look for project funding elsewhere alongside funding through the SLAs.

The Clerk was asked to amend the draft SLA template to state service providers in and SLA agreement with the Council will not be able to apply for any additional grant income through the Council's Grant Aid scheme during that financial year unless under exceptional circumstances. Funding already provided through an active SLA would be taken into account when considering any such application, applications from other organisations and availability of funds.

108 Councillor Travel and Expenses Policy

Members received and considered amendments to the Councillor Travel and Expenses Policy. Members noted that amendments had been brought forward following a resolution by the Town Council that Councillors could claim expenses to use the St Neots Car Share Scheme to travel to and from meetings at the Eatons Centre. This is intended to be a temporary arrangement to address challenges in reaching council meetings for Members while meetings are held at the Eatons.

Members discussed the policy and put forward a number of proposed amendments.



RESOLVED to RECOMMEND that the Town Council adopt the draft Councillor Travel and Expenses Policy subject to the following amendments;

- Inclusion of St Neots Car Share Scheme expenses for a Councillor to return to their residence following a Council meeting at the Eatons Community Centre.
- 3.2 to include “any duty.the councillor is appointed to attend on behalf of the Council,...”
- 4.2 to include “authorised...in advance ...by the Town Clerk”
- 6.3 deletion of “This authorisation should be attached to your claim for reimbursement.” As this is not relevant in this section.
- 7.2 to include “...permission must be sought in advance in writing from the Town Clerk”
- To include “When the Clerk is unavailable the Deputy Clerk or RFO can fulfil the duties assigned to the Clerk”

109 Date of Next Meeting

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

110 Public Bodies (Admission to Meetings) Act 1960 Exclusion of the press and the Public
RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

111 Priory Centre Lease

Members received and considered a document from the Council’s appointed valuer and negotiator setting out a recommended response to Huntingdonshire District Council’s proposed Heads of Terms for the Priory Centre. The document set out three different options that addressed concerns raised by Members and put in place protections for the Council based on its current lease arrangements, values and future protections. Members discussed the document, commenting on the need to protect the facility and taxpayer.

A Member commented that they felt the options set out in the document were thorough and would do a good job in protecting the Council.

Members requested three changes to the document around; the reprovion of a facility in the event of a break clause being enacted, an amendment of wording around market value definition and inclusion of a clause on provision of access.

RESOLVED to RECOMMEND the three options for Priory Centre Lease Heads of Terms as set out and recommended by the Council’s appointed professional valuer as acceptable terms to the Council and to delegate that the Town Clerk obtain formal agreement of one of these options.

COMMITTEE CHAIRPERSON

Date: 05/02/2025

St Neots Town Council 2024/2025

Page 1

Time: 12:05

Town Council Current Account

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	BACS P/L Pymnt Page 5816	BACS Pymnt	15.00		BACS P/L Pymnt Page 5816
02/12/2024	Fuel Card Services	021224	35.90		17822 Fuel bill NOV OPS
02/12/2024	Jola Cloud Solutions	21224	516.60		17831 Telephony OCT TC
02/12/2024	Mayor of Huntingdon	BACS	100.00		Charity quiz and black tie din
02/12/2024	SSE Street lights unmetered	dd-6891	39.23		18054-Street Lights elect Oct
02/12/2024	Scottish & Southern Energy - D	dd-6880	1,276.70		17696 Electricity 8-11 DEPOT
02/12/2024	Southern Electric - Museum	dd-7420	24.22		18052-Electr Museum-Sept &Oct
02/12/2024	SSE Andrew House Cem Rd	dd-2708	236.90		18050-SVDK Nov electr costs
02/12/2024	SSE Street lights unmetered	dd-2996	37.98		18055-Street Lights Electr Nov
02/12/2024	Southern Electric - Museum	dd-2999	98.86		18051-Electr Museum nov 24
02/12/2024	Scottish & Southern Energy - S	dd-6873	164.43		18057-South Str elec-10/8-9/11
04/12/2024	BACS P/L Pymnt Page 5815	BACS Pymnt	4,590.20		BACS P/L Pymnt Page 5815
04/12/2024	Restore Datashred	041224	105.60		Purchase Ledger DDR Payment
05/12/2024	BACS P/L Pymnt Page 5814	BACS Pymnt	6,209.66		BACS P/L Pymnt Page 5814
05/12/2024	BARCLAYS	BACS	30.25		MONTHLY CHRAGES AND COMMISSION
05/12/2024	PAYROLL	BACS	2,567.56		WEEK 35
09/12/2024	BACS P/L Pymnt Page 5813	BACS Pymnt	143.53		BACS P/L Pymnt Page 5813
09/12/2024	Fuel Card Services Ltd	091224	67.20		Purchase Ledger DDR Payment
09/12/2024	Fuel Card Services	9-12-24	100.80		Purchase Ledger DDR Payment
10/12/2024	BRITISH TELECOM	101224	63.64		Purchase Ledger DDR Payment
10/12/2024	STAFF EXPENSES	BACS	37.35		OFFICE SUPPLIES
10/12/2024	STAFF EXPENSES	BACS	37.35		MILEAGE
10/12/2024	LITTLE DUTCH BITES	BACS	200.00		CHRISTMAS LIGHTS
11/12/2024	BACS P/L Pymnt Page 5820	BACS Pymnt	4,000.00		BACS P/L Pymnt Page 5820
11/12/2024	BACS P/L Pymnt Page 5821	BACS Pymnt	4,932.00		BACS P/L Pymnt Page 5821
11/12/2024	Mayor's Charity Current	TC -MAYOR'	4,704.00		DBR/GOLF DONATIONS
11/12/2024	STAFF EXP	BACS	-19.39		MILEAGE ADJ
12/12/2024	Priory Centre Cafe Petty Cash	PC PC	300.00		PC PC TOP UP
12/12/2024	PAYROLL	BACS	3,149.82		WEEK 36
13/12/2024	ONE 0 PRODUCTION	BACS	200.00		SOUND EQUIPMENT FOR CHRIS LIGH
15/12/2024	HDC	Std Ord	18.00		RATES-HOWITTS LANE CEM
15/12/2024	HDC	Std Ord	35.00		RATES FARMERS MARKET
15/12/2024	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/12/2024	HDC	Std Ord	119.00		STORE ADJ PUBLIC CONVEINCE
15/12/2024	HDC	Std Ord	130.00		RATES NEW CEMETERY
15/12/2024	HDC	Std Ord	158.00		RATES 6B SOUTH STREET
15/12/2024	HDC	Std Ord	511.00		RATES-EATONS CENTRE
15/12/2024	HDC	Std Ord	1,453.00		RATES-LEVELLERS LANE
15/12/2024	HDC	Std Ord	170.00		RATES-ST JOHN BUILDING
15/12/2024	HDC	Std Ord	1,123.00		Rates-New Street
15/12/2024	PAYROLL	BACS	74,584.00		MONTH 9
16/12/2024	O2	161224	323.09		17893 Mobile phones NOV TC
16/12/2024	Fuel Card Services	16-12-24	429.19		17942 Fuel bill DEC OPS
16/12/2024	GH Online Accounting	16/12/24	1,880.88		17600 Payroll svcs TC
16/12/2024	Barclaycard	BARCLCARD	5,508.44		MONHLTY REPAYMENT
17/12/2024	Barretts of St Neots	17-12-24	1,671.96		17828 Electricity recharge NEW
18/12/2024	O2	181224	18.68		17874 Mobile phones NOV TC

Continued on Page 2

Town Council Current Account

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/12/2024	BACS P/L Pymnt Page 5805	BACS Pymnt	35,256.29		BACS P/L Pymnt Page 5805
19/12/2024	BACS P/L Pymnt Page 5825	BACS Pymnt	72,753.12		BACS P/L Pymnt Page 5825
19/12/2024	BARCLAYS	DD	15.00		BANK CHARGES
19/12/2024	PAYROLL	BACS	6,917.72		WEEK 37
20/12/2024	BACS P/L Pymnt Page 5817	BACS Pymnt	1,192.00		BACS P/L Pymnt Page 5817
20/12/2024	BACS P/L Pymnt Page 5818	BACS Pymnt	2,700.00		BACS P/L Pymnt Page 5818
20/12/2024	HMRC	BACS	28,939.37		PAYE AND NIC MONTH 8
23/12/2024	Fuel Card Services	231224	116.56		17943 Fuel bill DEC OPS
23/12/2024	ANGLIAN WATER SERVICES LTD 23-12-24		723.02		177896 Water 9-12 TOILETS
23/12/2024	BIFFA WASTE SERVICES	23/12/24	2,481.18		Purchase Ledger DDR Payment
24/12/2024	Quadient UK Limited	241224	6.00		17885 Postage NOV TC
24/12/2024	BRITISH TELECOM	24-12-24	219.53		17891 Fax 9/24-2/25 TC
24/12/2024	ANGLIAN WATER SERVICES LTD 24/12/24		608.44		17918 Water 9-12/24 PC
24/12/2024	ROYAL MAIL	CARD	3.35		RECORDED DELOVERY FEE
24/12/2024	PAYROLL	BACS	3,115.09		WEEK 38
27/12/2024	Marston's PLC	271224	808.42		17832 Brewery order PC
27/12/2024	Virgin Media Services	301224	42.92		17887 Broadband NOV TC
30/12/2024	Virgin Media Services	30-12-24	83.75		17886 Broadband NOV TC
30/12/2024	Southern & Scottish Energy -	dd-12996	39.46		18053-Tebutts Rd elctr-Nov24
31/12/2024	Fuel Card Services	311224	166.34		17941 Fuel bill DEC OPS
31/12/2024	Jola Cloud Solutions	31-12-24	516.17		Purchase Ledger DDR Payment
Total Payments			<u>278,858.36</u>		

Linked to Cashbook 1

Entered Month 9
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALS001 Alarmsmiths Ltd							
17697 ANN MTC 24/25 EC	01/05/2024	23859	1	624.00	0.00	624.00	0.00
17968 ANN MTC 24/25 NEW	17/07/2024	24420	1	366.00	0.00	366.00	0.00
					0.00	990.00	
Above paid on 19/12/2024 by Online Payment Ref ALS001							
AQA001 AQA Education							
17559 Registration fees TC	05/11/2024	CI-1063432	1	399.85	0.00	399.85	0.00
					0.00	399.85	
Above paid on 19/12/2024 by Online Payment Ref AQA001							
ART003 ARTHUR IBBETT LTD							
17729 Trowel PVC boot OPS	31/10/2024	184852	1	52.79	0.00	52.79	0.00
17683 Mower parts OPS	06/11/2024	185148	1	413.86	0.00	413.86	0.00
17741 Mower parts OPS	20/11/2024	185911	1	874.80	0.00	874.80	0.00
17742 Mower parts OPS	22/11/2024	186054	1	293.22	0.00	293.22	0.00
					0.00	1,634.67	
Above paid on 19/12/2024 by Online Payment Ref ART003							
AUD001 Auditing Solutions Ltd							
17694 Professional svcs TC	27/11/2024	A8710	1	1,224.00	0.00	1,224.00	0.00
					0.00	1,224.00	
Above paid on 19/12/2024 by Online Payment Ref AUD001							
AUF290 AUFIT SYSTEMS							
17616 Till maintenance PC	10/08/2024	1337	1	1,854.00	0.00	1,854.00	0.00
17599 Till installation PC	11/09/2024	1374	1	1,284.00	0.00	1,284.00	0.00
17699 SOFTWARE SUPPORT PC	10/11/2024	1463	1	166.80	0.00	166.80	0.00
					0.00	3,304.80	
Above paid on 19/12/2024 by Online Payment Ref AUF290							
BED2205 BEDFORD TIMBER LTD							
17743 Hardwood OPS	01/11/2024	120411	1	237.00	0.00	237.00	0.00
17689 Wood & Screws TC	08/11/2024	120610	1	282.25	0.00	282.25	0.00
					0.00	519.25	
Above paid on 19/12/2024 by Online Payment Ref BED2205							

Continued over page

Linked to Cashbook 1

Entered Month 9
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BK0032	KEN BOOTH & CO LTD						
17753 Crackers PC	27/11/2024	456589	1	54.43	0.00	54.43	0.00
17755 Cleaning products PC	27/11/2024	456994	1	434.90	0.00	434.90	0.00
					0.00	489.33	
Above paid on 19/12/2024 by Online Payment Ref BK0032							
BLA001	BLACK WOLF MAKETING LTD						
17750 Staple & padlock OPS	07/11/2024	1230	1	69.98	0.00	69.98	0.00
17752 Keys cut TC	07/11/2024	1229	1	76.03	0.00	76.03	0.00
17749 Keys cut TC	08/11/2024	1237	1	105.00	0.00	105.00	0.00
17748 Keys cut TC	19/11/2024	1250	1	45.50	0.00	45.50	0.00
17751 Replace lock DEFIB	19/11/2024	1249	1	363.00	0.00	363.00	0.00
					0.00	659.51	
Above paid on 19/12/2024 by Online Payment Ref BLA001							
BQ2404	Trade UK						
17728 Admin fees OPS	31/10/2024	1556126670	1	12.50	0.00	12.50	0.00
17813 Admion fee OPS	05/11/2024	1556577060	1	15.00	0.00	15.00	0.00
					0.00	27.50	
Above paid on 19/12/2024 by Online Payment Ref 51							
BT005	BT Events						
17678 Cable ramp hire XMAS	21/11/2024	1188	1	2,362.50	0.00	2,362.50	0.00
					0.00	2,362.50	
Above paid on 19/12/2024 by Online Payment Ref BT005							
CAM002	Cambridge Trees Ltd						
17757 Tree works OPS	30/11/2024	INV-4872	1	2,280.00	0.00	2,280.00	0.00
					0.00	2,280.00	
Above paid on 19/12/2024 by Online Payment Ref CAM002							
CAR005	Carpartmentsexpress Ltd						
17754 Headlight bulb OPS	05/11/2024	SS0314725	1	1.97	0.00	1.97	0.00
17759 Brake cleaner OPS	14/11/2024	SS0316014	1	4.13	0.00	4.13	0.00
					0.00	6.10	
Above paid on 19/12/2024 by Online Payment Ref CAR005							

Continued over page

Linked to Cashbook 1

Entered Month 9
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CLI001	Clickety Clack Parties						
17758 Entertainer XMAS	12/11/2024	14.12.24	1	395.00	0.00	395.00	0.00
					0.00	395.00	
Above paid on 19/12/2024 by Online Payment Ref CLI001							
COM004	Complete Solutions Group Ltd						
17763 Stationery TC	05/11/2024	SINV04146229	1	109.36	0.00	109.36	0.00
17760 Stationery TC	18/11/2024	SINV04152685	1	30.24	0.00	30.24	0.00
17762 Stationery TC	25/11/2024	SINV04156598	1	154.50	0.00	154.50	0.00
					0.00	294.10	
Above paid on 19/12/2024 by Online Payment Ref COM004							
COP001	Copy IT Digital Solutions Ltd						
17761 Photocopies OCT	08/11/2024	8073000372	1	476.51	0.00	476.51	0.00
					0.00	476.51	
Above paid on 19/12/2024 by Online Payment Ref COP001							
DHS001	DOVE'S HYGIENE SERVICES						
17701 Hyg svc OCT PC	31/10/2024	45218	1	45.55	0.00	45.55	0.00
					0.00	45.55	
Above paid on 19/12/2024 by Online Payment Ref DHS001							
DRE001	Dream Clean Services Ltd						
17765 Cleaning OCT TOILETS	07/11/2024	INV-4071	1	1,604.40	0.00	1,604.40	0.00
17764 Cleaning OCT SVDKV	07/11/2024	INV-4078	1	219.32	0.00	219.32	0.00
17767 Cleaning OCT DEPOT	07/11/2024	INV-4084	1	231.60	0.00	231.60	0.00
					0.00	2,055.32	
Above paid on 19/12/2024 by Online Payment Ref DRE001							
ELE0001	Electrovolt Electrical Svcs LTD						
17768 Electrical inspection PC	29/11/2024	EV238	1	386.67	0.00	386.67	0.00
					0.00	386.67	
Above paid on 19/12/2024 by Online Payment Ref ELE0001							

Continued over page

Linked to Cashbook 1

Entered Month 9
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
END001 Endersby Awards							
17766 Memorial plaques TC	12/11/2024	05826	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 19/12/2024 by Online Payment Ref END001							
FIR003 Firesmiths Detect & Protect							
17772 Ann mtc 5-8/24 PC	01/05/2024	1268	1	319.99	0.00	319.99	0.00
					0.00	319.99	
Above paid on 19/12/2024 by Online Payment Ref FIR003							
GIL001 Gilberts Butchers							
17823 Cafe supplies PC	30/09/2024	0924	1	681.54	0.00	681.54	0.00
17825-Cafe supplies	30/11/2024	30-11-24	1	883.61	0.00	883.61	0.00
					0.00	1,565.15	
Above paid on 19/12/2024 by Online Payment Ref GIL001							
HDC001 Huntingdonshire District Council							
17685 Skip hire TC	18/11/2024	70086271	1	250.00	0.00	250.00	0.00
17680 Call out charges TOILETS	20/11/2024	70086361	1	330.00	0.00	330.00	0.00
17681 Alarm montitoring TOILET	20/11/2024	70086360	1	1,017.00	0.00	1,017.00	0.00
					0.00	1,597.00	
Above paid on 19/12/2024 by Online Payment Ref HDC001							
HIR001 HIRE OR BUY GROUP LTD							
17628 Cement & ballast OPS	14/10/2024	1143373	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 19/12/2024 by Online Payment Ref HIR001							
HOP001 Hopwells							
17500 Cafe supplies PC	01/10/2024	IK3115278	1	357.11	0.00	357.11	0.00
17821 Cafe supplies PC	15/10/2024	IK3126536	1	682.44	0.00	682.44	0.00
17792 Milk PC	04/11/2024	IK3138160	1	21.60	0.00	21.60	0.00
17791 Cafe supplies PC	05/11/2024	IK3140046	1	349.85	0.00	349.85	0.00
17784 Cafe stock PC	07/11/2024	IK3141967	1	74.84	0.00	74.84	0.00

Continued over page

Linked to Cashbook 1**Entered Month 9
by user DRB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
17785 Milk PC	11/11/2024	IK3143768	1	21.60	0.00	21.60	0.00
17782 Cafe supplies PC	13/11/2024	IK3146725	1	323.68	0.00	323.68	0.00
17703 CN Cheese PC	14/11/2024	CK9543478	1	-132.50	0.00	-132.50	0.00
17704 CN Milk PC	14/11/2024	CK9543601	1	-2.70	0.00	-2.70	0.00
17783 Milk PC	14/11/2024	IK3147753	1	27.00	0.00	27.00	0.00
17787 Cafe supplies PC	18/11/2024	IK3149848	1	290.97	0.00	290.97	0.00
17788 Milk PC	18/11/2024	IK3149847	1	21.60	0.00	21.60	0.00
17779 Milk PC	21/11/2024	IK3153479	1	27.00	0.00	27.00	0.00
17775 Cafe supplies PC	25/11/2024	IK3155625	1	118.03	0.00	118.03	0.00
17774 Milk PC	25/11/2024	IK3155622	1	24.30	0.00	24.30	0.00
17770 Milk PC	28/11/2024	IK3158539	1	40.50	0.00	40.50	0.00
17773 Cafe supplies PC	28/11/2024	IK3158541	1	80.50	0.00	80.50	0.00
17776 Cafe supplies PC	29/11/2024	IK3159732	1	73.80	0.00	73.80	0.00
					0.00	2,399.62	

Above paid on 19/12/2024 by Online Payment Ref HOP001

HYG001 HYGIENE SOLUTIONS

17799 Hygiene Svc 11-1 Toilets	01/11/2024	059635	1	176.24	0.00	176.24	0.00
					0.00	176.24	

Above paid on 19/12/2024 by Online Payment Ref HYG001

INI001 Initial Washrooms Hygiene

17800 Carpet cleaning TC	14/11/2024	35282873	1	102.36	0.00	102.36	0.00
					0.00	102.36	

Above paid on 19/12/2024 by Online Payment Ref INI001

KID001 Wider Plan Ltd

17801 Childcare vouchers TC	22/11/2024	5469325	1	16.00	0.00	16.00	0.00
					0.00	16.00	

Above paid on 19/12/2024 by Online Payment Ref KID001

LOV002 Love's Farm Community Centre

17790 Hall hire NOV Youth	01/11/2024	INV-2156	1	242.00	0.00	242.00	0.00
					0.00	242.00	

Above paid on 19/12/2024 by Online Payment Ref LOV002

Continued over page

Linked to Cashbook 1

Entered Month 9
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MAS002	MASKEARAI INDUSTRIAL SUPPLIES						
17633 Cleaning products OPS	26/09/2024	84251	1	961.76	0.00	961.76	0.00
17805 PPE OPS	04/11/2024	84550	1	550.43	0.00	550.43	0.00
17806 PPE OPS	12/11/2024	84614	1	57.66	0.00	57.66	0.00
17802 PPE & Cleaning OPS	28/11/2024	84742	1	474.40	0.00	474.40	0.00
17804 Cleaning material TOILET	28/11/2024	84743	1	287.06	0.00	287.06	0.00
					0.00	2,331.31	
Above paid on 19/12/2024 by Online Payment Ref MAS002							
MYR001	Myriad Plant Room Services						
17700 MTC 24/25 EC	07/11/2024	37482	1	594.00	0.00	594.00	0.00
17807 Boiler parts EC	21/11/2024	37625	1	758.80	0.00	758.80	0.00
					0.00	1,352.80	
Above paid on 19/12/2024 by Online Payment Ref MYR001							
NEO001	Neotists CIC						
17578 Market performance TC	01/11/2024	INV-00139	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 19/12/2024 by Online Payment Ref NEO001							
SJO001	S Jones Containers Ltd						
17826-Rentl for Dec	30/11/2024	I01-2411-16900	1	93.00	0.00	93.00	0.00
					0.00	93.00	
Above paid on 19/12/2024 by Online Payment Ref SJO001							
SRM001	SRM						
17682 Security DBF	23/08/2024	10828	1	1,423.44	0.00	1,423.44	0.00
17808 Road Closure REM DAY	13/11/2024	11165	1	1,770.00	0.00	1,770.00	0.00
					0.00	3,193.44	
Above paid on 19/12/2024 by Online Payment Ref SRM001							
STM001	ST NEOTS MUSEUM						
17688 Room hire NOV YOUTH	26/10/2024	SNM26112024	1	60.00	0.00	60.00	0.00
17810 Supporting event XMAS	11/11/2024	111124	1	325.09	0.00	325.09	0.00
					0.00	385.09	
Above paid on 19/12/2024 by Online Payment Ref STM001							

Continued over page

Linked to Cashbook 1

Entered Month 9
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TCH001 Matthew Algie							
17579 CN Coffee mchn rent PC	24/10/2024	49060000302105	1	-152.35	0.00	-152.35	0.00
17601 CN Coffee machine rent P	24/10/2024	49060000302107	1	-152.35	0.00	-152.35	0.00
17702 Coffee shop supplies PC	20/11/2024	49060000314224	1	1,040.40	0.00	1,040.40	0.00
					0.00	735.70	
Above paid on 19/12/2024 by Online Payment Ref TCH001							
TES001 Tess Electrical Mechanical Services Ltd							
17797 Electrical supplies MUSE	26/11/2024	34106	1	738.72	0.00	738.72	0.00
17796 Isolator gland pack MUSE	28/11/2024	34133	1	47.62	0.00	47.62	0.00
					0.00	786.34	
Above paid on 19/12/2024 by Online Payment Ref TES001							
THE002 The Recruitment Agency							
17623 Temp staff NOV OPS	13/11/2024	13053	1	159.12	0.00	159.12	0.00
					0.00	159.12	
Above paid on 19/12/2024 by Online Payment Ref THE002							
THI001 Think Local							
17812 Advertising DEC TC	12/11/2024	SI-4708	1	390.00	0.00	390.00	0.00
					0.00	390.00	
Above paid on 19/12/2024 by Online Payment Ref THI001							
VER001 Vergo Pest Management Ltd							
17814 Pest control PC	28/05/2024	321491	1	297.67	0.00	297.67	0.00
					0.00	297.67	
Above paid on 19/12/2024 by Online Payment Ref VER001							
WHI002 Whitehall Creative							
17815 Professional svcs EC	21/11/2024	211124	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 19/12/2024 by Online Payment Ref WHI002							

Linked to Cashbook 1						Entered Month 9 by user DRB		
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
XLP001 Xlpress Ltd								
17603 Leaflets AFD		14/06/2024	34251	1	92.00	0.00	92.00	0.00
17816 PVC Banners DBF		24/07/2024	34663	1	112.80	0.00	112.80	0.00
17817 Stickers & labels HALLOW		05/11/2024	35845	1	48.00	0.00	48.00	0.00
						0.00	252.80	
Above paid on 19/12/2024 by Online Payment Ref XLP001								
Total Purchase Ledger Payments						0.00	35,256.29	

Linked to Cashbook 1							Entered Month 9 by user DRB	
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JEW001 Jewson Ltd								
17630 Ballast ratchet OPS		07/08/2024	3403/01205172	1	143.53	0.00	143.53	0.00
						0.00	143.53	
Above paid on 09/12/2024 by Online Payment Ref JEW001								
Total Purchase Ledger Payments						0.00	143.53	

Linked to Cashbook 1

Entered Month 9
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BAL001 Balfour Beatty							
17727 Commando socket TC	22/10/2024	CSUKOU/INV/168957	1	1,807.13	0.00	1,807.13	0.00
17557 Column & feeder ST Light	31/10/2024	CSUKOU/INV/169360	1	3,596.71	0.00	3,596.71	0.00
					0.00	5,403.84	
Above paid on 05/12/2024 by Online Payment Ref BAL001							
EDF001 EDF Energy							
17724 Gas 7-11/24 PC	31/10/2024	KI-4788D7CA	1	550.82	0.00	550.82	0.00
					0.00	550.82	
Above paid on 05/12/2024 by Online Payment Ref EDF001							
HYG001 HYGIENE SOLUTIONS							
17725 Hygiene svc QTR T RD	01/08/2024	058525	1	255.00	0.00	255.00	0.00
					0.00	255.00	
Above paid on 05/12/2024 by Online Payment Ref HYG001							
Total Purchase Ledger Payments					0.00	6,209.66	

Linked to Cashbook 1

Entered Month 9
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BAR001 Barretts of St Neots							
17653 Rent New St DEC 24	06/10/2024	BAR001	1	2,083.33	0.00	2,083.33	0.00
17687 Electricity recharge NEW	12/11/2024	TC-ELEC-2024-10	1	1,444.37	0.00	1,444.37	0.00
					0.00	3,527.70	
Above paid on 04/12/2024 by Online Payment Ref BAR001							
KLE001 Florence Dry Cleaners Ltd							
17722 Laundry services PC	08/10/2024	001	1	162.50	0.00	162.50	0.00
					0.00	162.50	
Above paid on 04/12/2024 by Online Payment Ref KLE001							
WEL002 Wellers Hedleys							
17721 Professional fees TC	17/09/2024	829020	1	900.00	0.00	900.00	0.00
					0.00	900.00	
Above paid on 04/12/2024 by Online Payment Ref WEL002							
Total Purchase Ledger Payments					0.00	4,590.20	

Linked to Cashbook 1							Entered Month 9 by user DRB	
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KLE001 Florence Dry Cleaners Ltd								
17693 Laundry svcs PC		18/11/2024	002	1	15.00	0.00	15.00	0.00
						0.00	15.00	
Above paid on 02/12/2024 by Online Payment Ref KLE001								
Total Purchase Ledger Payments						0.00	15.00	

Linked to Cashbook 1						Entered Month 9 by user DRB		
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BPC001 BUSINESS PRINTING COMPANY								
17836 Leaflet printing FLOOD		31/10/2024	55213	1	596.00	0.00	596.00	0.00
17837 Leaflets FLOOD		05/11/2024	55221	1	596.00	0.00	596.00	0.00
						0.00	1,192.00	
Above paid on 20/12/2024 by Online Payment Ref BPC001								
Total Purchase Ledger Payments						0.00	1,192.00	

Linked to Cashbook 1							Entered Month 9 by user DRB	
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ROB001	Robinson Layer							
17857 Professional fees TC		19/12/2024	RL-3112	1	2,700.00	0.00	2,700.00	0.00
						0.00	2,700.00	
Above paid on 20/12/2024 by Online Payment Ref ROB001								
Total Purchase Ledger Payments						0.00	2,700.00	

Linked to Cashbook 1							Entered Month 9 by user DRB	
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SGB001	S.G Brickwork & Roofing							
17786 Roof repairs TC		10/12/2024	STNMI4	1	4,000.00	0.00	4,000.00	0.00
						0.00	4,000.00	
Above paid on 11/12/2024 by Online Payment Ref SGB001								
Total Purchase Ledger Payments						0.00	4,000.00	

Linked to Cashbook 1							Entered Month 9 by user DRB	
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CLI002 Climatise Solutions								
17781-Air condmuseum		06/12/2024	1337	1	4,932.00	0.00	4,932.00	0.00
						0.00	4,932.00	
Above paid on 11/12/2024 by Online Payment Ref CLI002								
Total Purchase Ledger Payments						0.00	4,932.00	

Linked to Cashbook 1							Entered Month 9 by user TK	
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BEN001 Ben Burgess Ellington								
17858 Avant & accessories TC		15/11/2024	973862	1	72,753.12	0.00	72,753.12	0.00
						0.00	72,753.12	
Above paid on 19/12/2024 by Online Payment Ref BEN001								
Total Purchase Ledger Payments						0.00	72,753.12	

Priory Centre Current Account

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/12/2024	Payment Sense Ltd	DD-6-12-24	20.40		18065-Term rental PC219
06/12/2024	Payment Sense Ltd	DD-310	20.40		18068-Card trem rental TC
06/12/2024	Payment Sense Ltd	DD-651	97.50		18066-Card term rental NS
13/12/2024	Payment Sense Ltd	DD-201	77.83		18067-Card fees TC
13/12/2024	Payment Sense Ltd	DD-219	78.80		18064-Card trans fee EC219
13/12/2024	Payment Sense Ltd	DD-579	172.58		18063-Card trans fees NS-Nov
15/12/2024	HDC	Std Ord	1,948.00		RATES - PRIORY CENTRE
19/12/2024	Town Council Current Account	PC TO TC T	100,000.00		PC TO TC TRF
Total Payments			102,415.51		

Time: 15:56

Barclaycard

List of Payments made between 09/11/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/11/2024	GIFF GAFF	BARCLAYCAR	6.00		MOBILE PHONE TC
10/11/2024	B & M	BARCLAYCAR	41.00		XMAS DECS PC
11/11/2024	BAKER ROSS	BARCALYCAR	30.70		CRAFT MATERIALS YOUTH
11/11/2024	MORRISONS	BARCLAYCAR	9.83		GROCERIES YOUTH
11/11/2024	AMAZON	BARCLAYCAR	20.99		WALL CABINET TC
11/11/2024	BAKER ROSS	BARCLAYCAR	30.70		CHRISTMAS CRAFTS YOUTH
11/11/2024	MORRISONS	BARCLAYCAR	9.83		BREAKFAST CLUB YOUTH
11/11/2024	BAKER ROSS	BARCLCARD	-30.70		CHRISTAMS CRAFTS DUPL REVERSE
11/11/2024	MORRISONS	BARCLCARD	-9.83		YOUTH GROCERIES DUPL REVERSE
12/11/2024	AMAZON	BARCLAYCAR	53.98		TABLE CLOTHS PC
12/11/2024	B & Q	BARCLAYCAR	190.81		SHELVES FOR TOILET AT DEPOT
12/11/2024	AMAZON	BARCLAYCAR	34.81		CHRISTMAS CRAFTS YOUTH
12/11/2024	AMAZON	BARCLAYCAR	5.49		PARTY BAG FILLERS YOUTH
13/11/2024	HIGH SPEED TRAINING YOUTH	BARCLAYCAR	24.00		HYGIENE COURSE YOUTH
13/11/2024	HIGH SPEED TRAINING	BARCLAYCAR	24.00		HYGIENE COURSE YOUTH
13/11/2024	TESCO	BARCLAYCAR	56.69		YOUTH CAFE SUPPLIES
14/11/2024	SWEET PARADISE	BARCLAYCAR	393.60		SWEETS FOR HALLOWEEN TRAIL TC
14/11/2024	AMAZON	BARCLAYCAR	34.97		BULBS & SCEWS PC
14/11/2024	ADOBE	BARCLAYCAR	19.97		SOFTWARE PC
14/11/2024	B & Q	BARCLAYCAR	44.00		SHELVES FOR TOILET OPS
14/11/2024	B & Q	BARCLAYCAR	62.00		PAINT & BRUSHES T RD
14/11/2024	GIFF GAFF	BARCLAYCAR	6.00		MOBILE PHONES TC
15/11/2024	APPLE	BARCLAYCAR	2.99		I CLOUD YOUTH
15/11/2024	AMAZON	BARCLAYCAR	74.26		XMAS PARTY YOUTH
16/11/2024	123	BARCLAYCAR	287.81		LOVE ST NEOTS.COM
18/11/2024	POUNDSTRETCHER	BARCLAYCAR	120.81		XMAS DECORATIONS
18/11/2024	SCREWFIX	BARCLAYCAR	246.98		STORAGE BINS @ DEPOT
18/11/2024	CHAI HUB	BARCLAYCAR	11.57		MONDAY WELL BEING CLUB YOUTH
18/11/2024	POUNDSTRETCHER	BARCLAYCAR	7.96		RESOURCES YOUTH
18/11/2024	THE WORKS	BARCLAYCAR	4.00		RESOURCES YOUTH
18/11/2024	MORRISONS DAILY	BARCLAYCAR	5.00		BREAKFAST CLUB YOUTH
18/11/2024	POUNDSTRETCHER	BARCLAYCAR	2.50		WELLBEING RESOURCES YOUTH
18/11/2024	LIDL	BARCLAYCAR	10.15		BREAKFAST CLUB YOUTH
19/11/2024	LAND REGISTRY	BARCLAYCAR	6.00		SEARCH FOR LAND
19/11/2024	B & Q	BARCLAYCAR	18.00		TRUNKING FOR DEFIB OPS
19/11/2024	ICELAND	BARCLAYCAR	14.53		YOUTH COUNCIL SNACKS
20/11/2024	AMAZON	BARCLAYCAR	42.46		CANDY CANES TC
20/11/2024	TESCO	BARCLAYCAR	-4.49		TESCO ADJ
20/11/2024	POUNDSTRETCHER	BARCLAYCAR	51.35		XMAS DECORATIONS
20/11/2024	AMAZON	BARCLAYCAR	-20.99		CREDIT WALL MOUNTABLE CABINET
21/11/2024	TESCO	BARCLAYCAR	42.98		SWEETS & CHOC YOUTH
21/11/2024	POUNDSTRETCHER	BARCLAYCAR	4.99		FOIL PLATE XMAS
21/11/2024	B & Q	BARCLAYCAR	8.50		EVENT STORAGE

Barclaycard

List of Payments made between 09/11/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/11/2024	TESCO	BARCLAYCAR	60.50		LIGHT SWITCH ON MINI EVENT XMA
21/11/2024	TESCO	BARCLAYCAR	59.25		LIGHT SWITCH ON MINI EVENT XMA
21/11/2024	ADOBE	BARCLAYCAR	16.64		ACROBAT PRO
21/11/2024	SCREWFIX	BARCLAYCAR	-46.36		CREDIT FOR PLUG
21/11/2024	PLUMBFIX	BARCLAYCAR	-4.66		CREDIT EXTERIOR GLAND KIT OPS
21/11/2024	SCREWFIX	BARCLAYCAR	96.74		BRASS EXTERNAL BRAN KIT XMAS
21/11/2024	B & Q	BARCLAYCAR	40.37		MASKING TAPE PUSH LIGHTS XMAS
21/11/2024	GIFF GAFF	BARCLAYCAR	6.00		MOBILE PHONES TC
22/11/2024	AMAZON	BARCLAYCAR	50.55		3 X Air pot flasks Youth
22/11/2024	AMAZON	BARCLAYCAR	8.99		PAPER CUPS YOUTH
22/11/2024	PERKY BEANS	BARCLAYCAR	200.00		LIGHT SWITCH ON MINI EVENT XM
22/11/2024	WAITROSE	BARCLAYCAR	58.51		GROCERIES PC
22/11/2024	SCREWFIX	BARCLAYCAR	-0.88		CREDIT PLUNGERS XMAS
23/11/2024	AMAZON	BARCLAYCAR	23.99		COLOURING PENCILS YOUTH
23/11/2024	AMAZON	BARCLAYCAR	85.64		CRAFT SUPPLIES YOUTH
23/11/2024	FACEBOOK	BARCLAYCAR	1.95		ADVERTISING SERVICES
24/11/2024	TESCO	BARCLAYCAR	8.00		SNACKS & DRINKS YOUTH
24/11/2024	BARNARDOS	BARCLAYCAR	17.35		CHRISTMAS GIFTS YOUTH
24/11/2024	COFFEE SOLUTIONS	BARCLAYCAR	477.14		COFFEE MACHINE EQUIPMENT PC
24/11/2024	AMAZON	BARCLAYCAR	22.94		COFFEE MACHINE EQUIPMENT TC
25/11/2024	MORRISONS	BARCLAYCAR	10.05		FOOD YOUTH
25/11/2024	ALCONBURY WEALD	BARCLAYCAR	200.00		EVENT SUPPORT XMAS
25/11/2024	AMAZON	BARCLAYCAR	7.64		DECORATIONS XMAS
25/11/2024	BAKER ROSS	BARCLAYCAR	96.84		CHRISTMAS GROTTO EVENT
25/11/2024	AMAZON	BARCLAYCAR	9.18		CHRISTMAS GROTTO EVENT
25/11/2024	AMAZON	BARCLAYCAR	8.98		XMAS GROTTO EVENT
25/11/2024	AMAZON	BARCLAYCAR	7.99		XMAS GROTTO EVENT
25/11/2024	AMAZON	BARCLAYCAR	11.99		XMAS GROTTO EVENT
25/11/2024	TOOLSTATION	BARCLAYCAR	14.36		RUBBER PLUNGER XMAS
25/11/2024	SCREWFIX	BARCLAYCAR	44.55		EQUIPMENT PURCHASES
26/11/2024	TESCO	BARCLAYCAR	10.70		XMAS HAMPER
27/11/2024	LIDL	BARCLAYCAR	98.42		FOOD YOUTH
27/11/2024	ADOBE	BARCLAYCAR	25.32		PHOTOGRAPHY PLAN TC
27/11/2024	ADOBE	BARCLAYCAR	16.64		ACROBAT PRO TC
27/11/2024	ADOBE	BARCLAYCAR	19.97		ACROBAT PRO TC
28/11/2024	ROYAL MAIL	BARCLAYCAR	627.00		MAIL REDIRECTION
29/11/2024	WAITROSE	BARCLAYCAR	41.20		GROCERIES PC
29/11/2024	INTUIT MAILCHIMP	BARCLAYCAR	51.52		AI POWERED MARKETING TC
29/11/2024	APPLE	BARCLAYCAR	0.99		I CLOUD + TC
30/11/2024	WAITROSE	BARCLAYCAR	0.95		ART GROTTO XMAS
01/12/2024	TESCO	BARCLAYCAR	111.51		TESCO
02/12/2024	CHAI HUB	BARCLAYCAR	24.95		9 x HOT CHOCOLATE YOUTH
02/12/2024	THE WORKS	BARCLAYCAR	6.00		CRAFT YOUTH

Barclaycard

List of Payments made between 09/11/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	CARD STATION	BARCLAYCAR	12.99		CARDS YOUTH
02/12/2024	THE WORKS	BARCLAYCAR	36.50		CRAFT YOUTH
02/12/2024	POUNDSTRETCHER	BARCLAYCAR	17.56		XMAS DECORATIONS YOUTH
02/12/2024	LIDL	BARCLAYCAR	22.50		FOOD YOUTH
02/12/2024	SCREWFIX	BARCLAYCAR	27.98		FIRE EXIT SIGNAGE OPS
02/12/2024	GIFF GAFF	BARCLAYCAR	6.00		MOBILE PHONES TC
03/12/2024	POUNDSTRETCHER	BARCLAYCAR	13.49		REFRESHMENTS YOUTH
03/12/2024	CHAI HUB	BARCLAYCAR	10.35		2 X HOT CHOCOLATE YOUTH
03/12/2024	ECP BHF HUNTINGDON	BARCLAYCAR	1.70		PARKING YOUTH
03/12/2024	AMAZON	BARCLAYCAR	37.98		XMAS DECORATIONS
03/12/2024	AMAZON	BARCLAYCAR	34.99		XMAS DECORATIONS
03/12/2024	RESTAURANT SUPPLY STORE	BARCLAYCAR	120.38		TABLE CLOTH
03/12/2024	SCREWFIX	BARCLAYCAR	20.69		SCREW OPS
03/12/2024	GIFF GAFF	BARCLAYCAR	6.00		MOBILE PHONE TC
04/12/2024	TESCO	BARCLAYCAR	14.40		MILK & CREAM YOUTH
04/12/2024	LIDL	BARCLAYCAR	33.41		TO BE REFUNDED
04/12/2024	LIDL	BARCLAYCAR	87.80		SNACKS YOUTH
05/12/2024	BARCLAYS	DD	8.00		BANK CHARGES
05/12/2024	WAITROSE	BARCLAYCAR	52.02		GROCERIES PC
05/12/2024	SCREWFIX	BARCLAYCAR	75.90		POLYESTER STYRENE OPS
08/12/2024	GIFF GAFF	BARCLAYCAR	6.00		MOBILE PHONES TC
31/12/2024	TESCO	BARCLAYCA	9.25		FOOD YOUTH
31/12/2024	B & Q	BARCLAYCAR	124.00		XMAS TREES TC

Total Payments	<u>5,405.50</u>
-----------------------	-----------------

**THIS PAGE HAS BEEN
LEFT INTENTIONALLY
BLANK**

St Neots Town Council 2024/2025

Bank - Cash and Investment Reconciliation as at 31 December 2024

Confirmed Bank & Investment BalancesBank Statement Balances

31/12/2024	St Neots BPA	3,119,184.22
31/12/2024	St Neots Current A/c	100,000.00
31/12/2024	Priory Centre Current	101,253.59
31/12/2024	Town Council Takings Tin	224.00
31/12/2024	Public Sector Deposit Fund	3,000,000.00
31/12/2024	Petty Cash Town Council	37.19
31/12/2024	Priory Centre Takings	1,008.50
31/12/2024	Priory Centre Cafe Petty Cash	140.92
31/12/2024	SNTC Mayor's Charity Fund	8,178.43
31/12/2024	Mayors BPA ACS	350.00
31/12/2024	Barclaycard	0.00

6,330,376.85Receipts not on Bank Statement**0.00****Closing Balance****6,330,376.85**All Cash & Bank Accounts

1	Town Council Current Account	3,219,184.22
3	Priory Centre Current Account	101,253.59
4	Takings Cash Book	224.00
5	Public Sector Deposit Fund	3,000,000.00
7	Petty Cash Town Council	37.19
8	Cash Floats Priory Centre	1,008.50
10	Priory Centre Cafe Petty Cash	140.92
11	Mayor's Charity Current	8,178.43
12	Mayor's Charity Savings	350.00
13	Barclaycard	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	6,330,376.85

**THIS PAGE HAS BEEN
LEFT INTENTIONALLY
BLANK**

AGENDA ITEM 6

ATTACHMENT 4

St Neots Town Council - CIL Reserves As at 31/12/2024			Amount to spend within 5 years of receipt	Deadline to spend within 5 years of receipt
Date	Details	31 Mar 24	Spent 2024/2025	31/12/2024
CIL 20-21		324,430		324,430
01/10/2024	Revamp the Ramp (17394)		-36,033	
30/11/2024	Oast House purchase price balane after grant		-150,000	
Total 20-21		324,430	-186,033	138,397
			0	Apr-25
			138,397	Oct-25
CIL 21 - 22		1,083,338		1,083,338
			721,546	Apr-26
			361,792	Oct-26
CIL 22-23		167,302		167,302
			149	Apr-27
			167,153	Oct-27
CIL 23-24		1,121,468		1,121,468
			561,808	Apr-28
			559,660	Oct-28
CIL 24-25		0		695,693.10
			375,250	Apr-29
			320,443	Sep-29
TOTAL CIL Balance at 31/12/2024		2,696,538	3,206,197	3,206,198

	B	E	F	H	J
1	St Neots Town Council				
2	Reserves as at 31 Dec 2024				
3	Title	01/04/2024	Spent/Added 24-25	AS AT 31/12/2024	Balance at 31/03/25 forecasted
4					
5	Land and buildings acquis reserve	115,444		115,444	115,444
6	IT Hardware	5,742		5,742	5,742
7	Website Programming	1,247		1,247	1,247
8	Memorial Inspection	6,255		6,255	6,255
9	Highway Improvements and LHIF	98,009		98,009	98,009
11	Depot Equipment and vehicles	4,567		4,567	4,567
12	Depot Ride on Mowers	30,000		30,000	30,000
13	Communtiy Buildings - museum repairs 3,500+4110	200,057	-7,610	192,447	192,447
14	Loves Farm Community Centre	117		117	117
15	The Cage Lock up (21/22 budget notes)	2,000		2,000	2,000
16	St Neots Music Festival (FC 27/10-ref 104, FC28- 02-23)	0		0	0
17	Members Training (FC 12/01/21)	2,922		2,922	2,922
18	Staff training (FC 22/02/21)	11,678		11,678	11,678
19	Equipment and furniture office (21/22 budget notes-new carpet)-TC Running costs balance	3,805		3,805	3,805
20	Tree planting/maintenance-ref18013	29,889	-3,150	26,739	26,739
21	Electric Cars Charging Points (CAP 20/21)	0		0	0
22	Carbon Neutral Projects (CAP 20/21)	22,693		22,693	22,693
23	Play Areas - Henbr & Arnhe-ref17228&17240	70,759	-29,979	40,780	40,780
24	Play Areas 22/23 budget (brickhills FC 27/6/23)	0		0	0
25	Band Stand (CAP 20/21)	15,000		15,000	15,000
26	Speed Reducing Signs (CAP 20/21)	4,500		4,500	4,500
27	Tourism and Marketing website (20/21)	2,140		2,140	2,140
28	Vibrant Community Events (AFD 23/24)	9,000		9,000	9,000
29	AFD 23/24	2,626		2,626	2,626
30	Youth Council (20/21)	5,923		5,923	5,923
31	Youth Council worker	11,680		11,680	11,680
32	Provision for Splash Park Loan repayment (CAP 20/21)	60,000		60,000	60,000
33	Street scene improv/furniture/notice boards	8,263		8,263	8,263
34	War Memorials	7,707		7,707	7,707
35	Defib maintenace	1,833	-1,344	489	489
36	Defib purchase	3,585		3,585	3,585
37	LCAS Accreditation	250		250	250
38	Broadcasting equipment for meetings	1,300		1,300	1,300
39	Flood management	5,000		5,000	5,000
40	Election expenses	11,477	-5,354	6,123	6,123
41	EARMARKED RESERVES TOTAL AT 31/12/2024	755,469	-47,436	708,032	708,032
42					
43	CIL RESERVES				
44	CIL Reserve 2020-2021			138,397	
45	CIL Reserve 2021-2022			1,083,338	
46	CIL Reserve 2022-2023			167,302	
47	CIL Reserve 2024-2025			1,121,468	
48	CIL Reserve 2024-2025			695,693	
49	TOTAL CIL AS AT 31/12/2024			3,206,197	

Service Level Agreement (SLA)



St Neots
Town Council

Between

St Neots Town Council (“the Council”)

And

Huntingdonshire Volunteer Centre (“the Charity”)

Date: **TBC**

1. Purpose of the Agreement

This Service Level Agreement (SLA) outlines the terms under which the **Huntingdonshire Volunteer Centre** will deliver a **volunteer-led St Neots community car share scheme for residents of St Neots and surrounding** villages funded by **St Neots Town Council**. The Agreement sets out the obligations of both parties to ensure the effective delivery of services and appropriate use of public funds.

2. Duration of the Agreement

This Agreement will commence on **1st April 2025** and remain in force until **31st March 2026**, unless terminated earlier in accordance with Section 9 of this Agreement.

The Charity shall not be able to apply for any additional funding through the Council’s Grant Aid Scheme during the financial year this SLA is active unless under exceptional circumstances. The funding provided to the Charity through this SLA will be taken into account when considering any such exceptional application, alongside applications from other applicants to the Grant Aid Scheme and availability of Council funds.

3. Objectives

The primary objectives of this Agreement are to:

- Provide funding to the Charity to deliver accessible and affordable transportation for residents of St Neots and surrounding villages to make essential journeys via a volunteer-led community car share scheme.
- Ensure services are delivered effectively, efficiently, and equitably.
- Foster collaboration between the Council and the Charity.
- Ensure monitoring and an understanding of need, demand and outcomes to inform impact and future needs and funding consideration.
- Ensure that St Neots Town Council is spending funds in a transparent and cost-effective way.

4. Funding

The Council agrees to provide the Charity with funding of £10,000 payable in two 6 monthly instalments as follows:

- Payment 1: £5,000 on 1st April 2025
- Payment 2: £5,000 on 1st October 2025

Funding will be subject to:

- Delivery of the agreed outputs (see Section 5).
- Submission of regular monitoring reports (see Section 6).
- Compliance with all terms of this Agreement.

Unspent funds must not be used for any other purpose and be returned to the Council at the end of the Agreement term, unless otherwise agreed in writing. The Charity will submit a written request to the Town Clerk to retain unspent funds no later than 30 days before the end of the Agreement term, the Council will then respond in writing within 30 days and this decision will be final.

5. Outputs and Key Performance Indicators (KPIs)

The Charity agrees to deliver the following services:

1. A volunteer-led community car scheme for residents of St Neots and surrounding villages.
2. Managing and co-ordinating the community car scheme project by processing drive requests and coordinating and allocating available volunteers.
3. Limit costs incurred to users to a maximum of £2 per booking and 0.45p per mile for the duration of the funding agreement.
4. Active marketing and promotion of the Car Share Scheme.
5. Gather and report community car scheme statistics to monitor how services are impacting the community.

Key Performance Indicators (KPIs):

- Number of beneficiaries reached: Target of 50 new client registrations for the year.
 - Number of essential journeys delivered: Target of 18,000 miles.
 - Delivery timelines: Between 1st April 2025 and 31st March 2026.
-

6. Monitoring and Reporting

The Charity agrees to provide the Council with regular updates as specified in section 8, including:

- Quarterly progress reports detailing activities, beneficiaries, and outcomes provided to the Town Council's Responsible Financial Officer.
- 6-month progress report with previous financial years annual accounts provided to the Finance and Governance Committee.
- End-of-SLA evaluation report demonstrating activities, beneficiaries, and outcomes over the course of the agreement provided to the Town Council.

The Council reserves the right to request additional information or audits if necessary.

7. Governance and Accountability

The Charity agrees to:

- Operate in accordance with its governing documents and relevant laws, including charity law.
 - Maintain proper financial records and provide evidence of expenditure upon request.
 - Ensure compliance with safeguarding requirements if working with children or vulnerable adults.
-

8. Roles and Responsibilities

The Council will:

- Provide funding in accordance with Section 4.
- Offer reasonable support and guidance to the Charity on matters relating to the Grant.
- Monitor the delivery of agreed services.

The Charity will:

- Deliver the services outlined in Section 5.
- Use the funding solely for the purposes set out in this Agreement.
- Notify the Council promptly of any issues or changes that may affect service delivery.
- Acknowledge the Council's support/funding in promotional material.
- Provide reporting as outlined in Section 6, including quarterly reports to the Council which include data evidencing that the objectives in Section 5 are being met.
- Issue quarterly reports to the Town Cler and Responsible Financial Officer by the following dates;
 - 1) By the end of **July 2025**
 - 2) By the end of **October 2025**
 - 3) By the end of **January 2026**
 - 4) By the end of **April 2026**
- Issue a 6-month report with annual accounts for the previous year to the Responsible Financial Officer by the end of **October 2025** for reporting to the Town Council's Finance and Governance Committee.

- Provide an End-of-SLA evaluation report by the end of **April 2026** outlining the number of journeys, clients, and new users for reporting in the Town Council's Annual Report.
-

9. Termination of Agreement

This Agreement may be terminated by either party with 30 days written notice. Grounds for immediate termination by the Council include:

- Misuse of funds.
- Failure to deliver the agreed services.
- Breach of legal or regulatory obligations.

In the event of termination on any of the above grounds, the Council will cease all payments, and the Charity must return any funds to the Council on a pro-rata basis.

10. Confidentiality

Both parties agree to keep confidential any sensitive information shared under this Agreement, except where disclosure is required by law.

11. Dispute Resolution

In the event of a dispute, both parties agree to engage in good faith discussions to resolve the issue. If unresolved, the matter may be referred to mediation or arbitration, as agreed by both parties. Any dispute needs to be raised in writing between the signatories on the Agreement (or their successors), both parties will then seek good faith resolution within 30 days, after which the matter may be referred to third party intermediate.

12. Signatures

This Agreement is signed on behalf of both parties:

For the Town Council

Name: _____

Title: _____

Signature: _____

Date: _____

For the Charity

Name: _____

Title: _____

Signature: _____

Date: _____

Service Level Agreement (SLA)



St Neots
Town Council

Between

St Neots Town Council (“the Council”)

And

Money Advice St Neots (“the Charity”)

Date: TBC

1. Purpose of the Agreement

This Service Level Agreement (SLA) outlines the terms under which the **Money Advice St Neots (MAST)** will deliver a **free face-to-face debt advice and support service** to residents of St Neots funded by **St Neots Town Council**. The Agreement sets out the obligations of both parties to ensure the effective delivery of services and appropriate use of public funds.

2. Duration of the Agreement

This Agreement will commence on **1st April 2025** and remain in force until **31st March 2026**, unless terminated earlier in accordance with Section 9 of this Agreement.

The Charity shall not be able to apply for any additional funding through the Council’s Grant Aid Scheme during the financial year this SLA is active unless under exceptional circumstances. The funding provided to the Charity through this SLA will be taken into account when considering any such exceptional application, alongside applications from other applicants to the Grant Aid Scheme and availability of Council funds.

3. Objectives

The primary objectives of this Agreement are to:

- Provide funding to the Charity to deliver the provision of free debt advice, guidance and support to residents of St Neots.
 - Ensure services are delivered effectively, efficiently, and equitably.
 - Foster collaboration between the Council and the Charity.
 - Ensure monitoring and an understanding of need, demand and outcomes to inform impact and future needs and funding consideration.
 - Ensure that St Neots Town Council is spending funds in a transparent and cost-effective way.
-

4. Funding

The Council agrees to provide the Charity with funding of £10,000 payable in two 6 monthly instalments as follows:

- Payment 1: £5,000 on 1st April 2025
- Payment 2: £5,000 on 1st October 2025

Funding will be subject to:

- Delivery of the agreed outputs (see Section 5).
- Submission of regular monitoring reports (see Section 6).
- Compliance with all terms of this Agreement.

Unspent funds must not be used for any other purpose and be returned to the Council at the end of the Agreement term, unless otherwise agreed in writing. The Charity will submit a written request to the Town Clerk to retain unspent funds no later than 30 days before the end of the Agreement term, the Council will then respond in writing within 30 days and this decision will be final.

5. Outputs and Key Performance Indicators (KPIs)

The Charity agrees to deliver the following services:

1. Provide free confidential, non-judgmental debt advice and budget coaching to residents of St Neots as set out in the organisation's constitutional document.
2. Deliver support through a 'face-to-face' service from an accessible location.
3. Provide consultancy sessions with individual clients, including through referral.

Key Performance Indicators (KPIs):

- Number of beneficiaries reached: minimum of 12 individuals
 - Level of debt managed: £98,000
 - Delivery timelines: Between 1st April 2025 and 31st March 2026.
-

6. Monitoring and Reporting

The Charity agrees to provide the Council with regular updates as specified in section 8, including:

- Quarterly progress reports detailing figures of people accessing the service, number of people expected to achieve financial gains and debt management/write-off to be provided to the Responsible Financial Officer.
- 6-month progress report with previous financial years annual accounts provided to the Finance and Governance Committee.

- End-of-SLA evaluation report demonstrating activities, beneficiaries, and outcomes over the course of the agreement provided to the Town Council.

The Council reserves the right to request additional information or audits if necessary.

7. Governance and Accountability

The Charity agrees to:

- Operate in accordance with its governing documents and relevant laws, including charity law.
 - Maintain proper financial records and provide evidence of expenditure upon request.
 - Ensure compliance with safeguarding requirements if working with children or vulnerable adults.
-

8. Roles and Responsibilities

The Council will:

- Provide funding in accordance with Section 4.
- Offer reasonable support and guidance to the Charity on matters relating to the Grant.
- Monitor the delivery of agreed services.

The Charity will:

- Deliver the services outlined in Section 5.
- Use the funding solely for the purposes set out in this Agreement.
- Notify the Council promptly of any issues or changes that may affect service delivery.
- Acknowledge the Council's support/funding in promotional material.
- Provide reporting as outlined in Section 6, including quarterly reports to the Council which include data evidencing that the objectives in Section 5 are being met.
- Issue quarterly reports to the Responsible Financial Officer by the following dates;
 - 1) By the end of **July 2025**
 - 2) By the end of **October 2025**
 - 3) By the end of **January 2026**
 - 4) By the end of **April 2026**
- Issue a 6-month report with annual accounts for the previous year to the Responsible Financial Officer by the end of **October 2025** for reporting to the Town Council's Finance and Governance Committee.
- Provide an End-of-SLA evaluation report by the end of **April 2026** outlining the number of journeys, clients, and new users for reporting in the Town Council's Annual Report.

9. Termination of Agreement

This Agreement may be terminated by either party with 30 days written notice. Grounds for immediate termination by the Council include:

- Misuse of funds.
- Failure to deliver the agreed services.
- Breach of legal or regulatory obligations.

In the event of termination on any of the above grounds, the Council will cease all payments, and the Charity must return any funds to the Council on a pro-rata basis.

10. Confidentiality

Both parties agree to keep confidential any sensitive information shared under this Agreement, except where disclosure is required by law.

11. Dispute Resolution

In the event of a dispute, both parties agree to engage in good faith discussions to resolve the issue. If unresolved, the matter may be referred to mediation or arbitration, as agreed by both parties. Any dispute needs to be raised in writing between the signatories on the Agreement (or their successors), both parties will then seek good faith resolution within 30 days, after which the matter may be referred to third party intermediate.

12. Signatures

This Agreement is signed on behalf of both parties:

For the Town Council

Name: _____

Title: _____

Signature: _____

Date: _____

For the Charity

Name: _____

Title: _____

Signature: _____

Date: _____

Service Level Agreement (SLA)

**Between**

St Neots Town Council (“the Council”)

And

Citizens Advice Rural Cambridgeshire (“the Charity”)

Date: TBC

1. Purpose of the Agreement

This Service Level Agreement (SLA) outlines the terms under which **Citizens Advice Rural Cambridgeshire** will deliver a **professional ‘face-to-face’ outreach service for one day a week for 50 weeks per annum** funded by **St Neots Town Council**. The Agreement sets out the obligations of both parties to ensure the effective delivery of services and appropriate use of public funds.

2. Duration of the Agreement

This Agreement will commence on **1st April 2025** and remain in force until **31st March 2026**, unless terminated earlier in accordance with Section 9 of this Agreement.

The Charity shall not be able to apply for any additional funding through the Council’s Grant Aid Scheme during the financial year this SLA is active unless under exceptional circumstances. The funding provided to the Charity through this SLA will be taken into account when considering any such exceptional application, alongside applications from other applicants to the Grant Aid Scheme and availability of Council funds.

3. Objectives

The primary aim of the funded service is to increase the provision of the St Neots face-to-face service. This SLA provides for a second day of face-to-face provision in St Neots, based on a morning drop-in session and afternoon by-appointment service to be delivered in an accessible location for 50 weeks per year.

In addition, the service will:

1. **Increase Accessibility:** Ensuring residents have access to quality advice and support in a location which is accessible and appropriate to resident’s needs.
2. **Empower Communities:** Provide people with the knowledge and tools they need to make informed decisions regarding their personal, financial or social circumstances.
3. **Raise Awareness:** Promote the availability of the service within the community to ensure those in need are aware of where and when they can access support.

4. **Tailored Information & Advice:** To support with the specific needs of individuals and provide personalised advice based on their circumstances on a wide range of issues.
5. **Encourage Self-sufficiency:** Support individuals to gain confidence and skills to navigate systems or solve problems independently in the future.

Objectives:

1. **Provide Accurate Information and Advice:** Offer clear, up-to-date and relevant advice to assist residents with their issues, which includes, benefits, money advice (including debt), housing, relationships and employment.
 2. **Deliver Confidential and Professional Advice:** Ensure that all advice provided is confidential, professional, and respectful of clients' privacy, dignity and needs.
 3. **Create Partnerships with Local Services:** Foster a positive collaboration between the Council and the Charity and Establish connections with other organisations to ensure a holistic approach to support, offering referrals and signposting as needed.
 4. **Track and Monitor Impact:** Keep accurate records of service usage to assess the effectiveness of the outreach, ensuring that it meets community needs.
 5. **Financial:** Ensure that the Charity is supporting the Council to spend funds in a transparent and cost-effective way.
-

4. Funding

The Council agrees to provide the Charity with funding of £10,000 payable in 6 monthly instalments as follows:

- Payment 1: £5,000 on 1st April 2025
- Payment 2: £5,000 on 1st October 2025

Funding will be subject to:

- Delivery of the agreed outputs (see Section 5).
- Submission of regular monitoring reports (see Section 6).
- Compliance with all terms of this Agreement.

Unspent funds must not be used for any other purpose and be returned to the Council at the end of the Agreement term, unless otherwise agreed in writing. The Charity will submit a written request to the Town Clerk to retain unspent funds no later than 30 days before the end of the Agreement term, the Council will then respond in writing within 30 days and this decision will be final.

5. Outputs and Key Performance Indicators (KPIs)

The Charity agrees to deliver the following services:

1) Expert Advice for St Neots Residents

Offer free, confidential, and non-judgmental expert advice to residents of St Neots, addressing a wide range of issues, including (but not limited to) benefits, money advice (including debt), housing, relationships and employment.

2) Additional In-Person Support

Expand support services in St Neots by offering in-person advice one additional day per week.

3) Dedicated Support Days

Provide 50 dedicated in-person advice and support days on Tuesdays. These days will be supplemental to any provision funded by Huntingdonshire District Council.

4) Drop-in and Appointment Services

Operate a dual-format support service, consisting of a half-day drop-in session and a half-day appointment-based service for the 50 days funded.

Key Performance Indicators (KPIs):

- The delivery of 50 days in-person sessions
-

6. Monitoring and Reporting

The Charity agrees to provide the Council with regular updates as specified in section 8, including:

- Quarterly progress reports detailing activities, beneficiaries, and outcomes provided to the Town Council's Responsible Financial Officer.
- Supply a minimum of 1 case study per quarter.
- 6-month progress report with previous financial years annual accounts provided to the Finance and Governance Committee.
- End-of-SLA evaluation report demonstrating activities, beneficiaries, and outcomes over the course of the agreement provided to the Town Council.

The Council reserves the right to request additional information or audits if necessary.

7. Governance and Accountability

The Charity agrees to:

- Operate in accordance with its governing documents and relevant laws, including charity law.
- Maintain proper financial records and provide evidence of expenditure upon request.

- Ensure compliance with safeguarding requirements if working with children or vulnerable adults.
-

8. Roles and Responsibilities

The Council will:

- Provide funding in accordance with Section 4.
- Offer reasonable support and guidance to the Charity on matters relating to the Grant.
- Monitor the delivery of agreed services.

The Charity will:

- Deliver the services outlined in Section 5.
 - Use the funding solely for the purposes set out in this Agreement.
 - Notify the Council promptly of any issues or changes that may affect service delivery.
 - Acknowledge the Council's support/funding in promotional material.
 - Provide reporting as outlined in Section 6, including quarterly reports to the Council which include data evidencing that the objectives in Section 5 are being met.
 - Issue quarterly reports to the Town Clerk and Responsible Financial Officer by the following dates;
 - 1) By the end of July 2025
 - 2) By the end of October 2025
 - 3) By the end of January 2025
 - 4) By the end of April 2026
 - Issue a 6-month report with annual accounts for the previous year to the Responsible Financial Officer by the end of October 2025 for reporting to the Town Council's Finance and Governance Committee.
 - Provide an End-of-SLA evaluation report by the end of April 2026 outlining the activities, beneficiaries, and outcomes for reporting in the Town Council's Annual Report.
-

9. Termination of Agreement

This Agreement may be terminated by either party with 30 days written notice. Grounds for immediate termination by the Council include:

- Misuse of funds.
- Failure to deliver the agreed services.
- Breach of legal or regulatory obligations.

In the event of termination on any of the above grounds, the Council will cease all payments, and the Charity must return any funds to the Council on a pro-rata basis.

10. Confidentiality

Both parties agree to keep confidential any sensitive information shared under this Agreement, except where disclosure is required by law.

11. Dispute Resolution

In the event of a dispute, both parties agree to engage in good faith discussions to resolve the issue. If unresolved, the matter may be referred to mediation or arbitration, as agreed by both parties. Any dispute needs to be raised in writing between the signatories on the Agreement (or their successors), both parties will then seek good faith resolution within 30 days, after which the matter may be referred to third party intermediate.

12. Signatures

This Agreement is signed on behalf of both parties:

For the Town Council

Name: _____

Title: _____

Signature: _____

Date: _____

For the Charity

Name: _____

Title: _____

Signature: _____

Date: _____

**THIS PAGE HAS BEEN
LEFT INTENTIONALLY
BLANK**

ST NEOTS TOWN COUNCIL

Committee	FINANCE & GOVERNANCE COMMITTEE
Date:	18th FEBRUARY 2025
Title:	WAR MEMORIAL CLEANING
Author:	TOWN CLERK
Responsible Officer:	OPERATIONS MANAGER

1. Purpose of the Report

- 1.1 To seeks a recommendation from the Finance and Governance Committee that £6,190 is allocated from the War Memorials Earmarked Reserve to fund the specialist cleaning of three war memorials in the Council's care.

2. Recommendation from the Operations and Amenities Committee

- 2.1 That the Committee recommends to Full Council that 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 + VAT in funding is allocated from the War Memorial Ear Marked reserves.

3. Background

- 3.1 The Operations and Amenities Committee received and considered the following information on a request to release earmarked reserves for specialist cleaning of war memorials ahead of the 80th anniversary of the end of World War Two. This supports activities and commemorations that will be taking place in 2025. Residents have also raised queries with the Council asking that the memorials be cleaned.
- 3.2 The Town Council is responsible for the maintenance and care of three war memorials. These are located at;
- St Mary's Church Yard, St Neots
 - St Mary's Church Yard, Eynesbury
 - Eaton Socon Village Green
- 3.3 The Council has provided an earmarked reserve for War Memorial maintenance and officers are recommending this be used to undertake a professional cleaning of each War Memorial ahead of commemorative events to be held in May 2025 marking 80 years since D Day.
- 3.4 The War Memorials have not been professionally cleaned by a specialist mason for a significant number of years.
- 4. Information**
- 4.1 The table attached outlines quotations received from three suitably qualified contractors to carry out cleaning of war memorials located in St Neots, Eaton Socon and Eynesbury.

AGENDA ITEM 8

ATTACHMENT 8

- 4.2 The Operations and Amenities Committee is recommending that the Council do have the War Memorials cleaned and that Company C is approved as the best value quote. The work quoted includes rendering of small surrounding wall at St Neots War Memorial within the cost, offering best value.
- 4.3 The equipment Company C will use is accredited by English Heritage for specialist cleaning of memorials and uses less water than standard power washers or alternative equipment, reducing water used in cleaning the memorials. In addition, Company C is not asking for the Town Council to provide water to the sites.

5. Financial Implications

- 5.1 The Council has a current year revenue budget of £900 for War Memorial Maintenance.
- 5.2 The Council has an Earmarked Reserve of £7,707 for War Memorial Maintenance.
- 5.3 The cost of the preferred contractor is £6,190 + VAT

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.

7. Supporting Images

- 7.1 St Neots War Memorial;



- 7.2 Eynesbury War Memorial;

AGENDA ITEM 8



ATTACHMENT 8

7.3 Eaton Socon War Memorial;



APPENDIX A

SNTC War Memorial Cleaning Quote Comparison								
Company	Eaton Socon	Eynesbury	St Neots	Total (ex VAT)	Total (inc VAT)	Additional Services	Additional Fees	Notes
A	1,950.00	1,950.00	1,950.00	5,850.00	7,020.00	If required: Lime Pointing per m2 70.00 Letter re-enamelled per letter 0.90 Wreaths/swags 75.00 sacrificial micro crystalline hard wax Sacrificial micro crystalline hard wax covering 100.00		Supply/install 'Smartwater' Includes cleaning of surrounding paving Written report and photos provided
B	2,433.00	2,684.00	2,033.00	5,720.00	7,150.00		None	Includes cleaning of surrounding paving, SNTC to provide water bouser
C	2,090.00	2,000.00	2,100.00	6,190.00	7,428.00		None	Use Doff Integra Steam Cleaner Includes: clean surrounding paving/flowerbeds/kerbs and pillars Repoint gaps between slabs Render steps

ST NEOTS TOWN COUNCIL

Committee	FINANCE AND GOVERNANCE COMMITTEE
Date:	1 FEBRUARY 2025
Title:	MUSEUM BUILDING ROOF
Author:	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide the committee with the information on the additional extra works carried out on the Museum Roof due to more extensive damage discovered while carrying out the approved works.
- 1.2 To seek consideration on a recommendation from the Operations and Amenities Committee on allocating funding for additional work undertaken on the Museum roof.

2. Recommendation from Operations and Amenities Committee

- 2.1 That the Finance and Governance Committee consider and recommend to the Full Council £5,900.00 in funding is released from the earmarked reserve for Community Buildings to pay for unexpected works completed as part of repairing and securing the museum roof.

3. Background

- 3.1 The Operations and Amenities Committee considered the following information in making a recommendation to the Finance and Governance Committee on the expenditure of funds from the Community Building earmarked reserve for additional works required as part of museum roof repair.
- 3.2 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. As landlord the Council has a duty to maintain its asset.
- 3.3 The significant work on Museum Building Roof repairs had been completed as approved earlier by the Committee and the Council. Those works have made the building watertight for a long time and sorted out continuous issues with water ingress into building, which caused much of the inconvenience and disruption on Museum operations and prevented any works of redecoration or building performance upgrades.
- 3.4 Although the detailed survey and inspection were completed prior the roof repair, with quotations and funding approved, during the work more hidden damage and problems were discovered by the contractor requiring more time and materials than been originally planned and quoted to address the issues. Those issues were impossible to be left as they were, and everything been addressed as required and confirmed by the Project Delivery Manager.
- 3.5 The additional works required to complete the roof have resulted in additional required expenditure.

4. Information

- 4.1. The Finance and Governance Committee is asked to consider the availability of funds and to make a recommendation on a request to allocate expenditure from the Community Building earmarked reserve.
- 4.2 The completion of extra works on the roof was essential to complete the previously approved scope of works.
- 4.3 Cost of extra work on Museum roof is mostly formed by additional materials not hours.
- 4.4 Description of Roof Extras;

Job 1

- 1. Full re-felt and battens
 - Due to several areas where slates were damaged, water travelling underneath had rot away the battens and counter battens. It made much more sense to renew this completely, while the contractor was there, instead of it causing more problems down the line.
 - After the removal of the felt, the contractor discovered the actual roof boards beneath were all loose (boards themselves were in great condition, however the nails holding them had rusted and shrunk), so contractor secured and screwed down every board.
 - Contractor re-slatted the entire roof, so every slate is secure and not hung on lead clips.
- 2. Lead valley renewed
 - Upon a closer look at the lead valley leading into the gutter, it was decided to renew it. Someone has clearly tried to repair this previously, however once the slates were removed from either side, it was found that the lead had started splitting. Therefore, the lead valley was replaced while the roof was stripped away.

Job 2

- 1. Metal roof-light repair
 - The roof light at the front of the building had several issues. Unfortunately, we weren't made aware that this window caused any problems, it was only after work had begun the contractor was told the window had leaked previously and often. It was installed incorrectly: the flashing and slates around it were not sufficient to move water away and after removing adjacent slates, it was possible to put a hand in between the roof and window, and into the building. The contractor removed everything from around the window, re-felted it correctly and created a lead flashing surround with aprons on the top and bottom, and soakers up the sides.
- 2. Full re-felt and battens
 - Between taking off the section of roof against the neighbouring wall to reinstate the lead and soakers, and removing everything around the metal window, it was common sense to renew the remainder of the roof with new felt and battens. This section of the museum roof had clearly been a problem area for some time. The roof boards beneath were all loose (boards themselves were in great condition, however the nails holding them had rusted and shrunk), so the contractor secured and screwed down every board.
- 3. Lead valley renewed

- This front lead valley links up and over into the lead valley replaced in Job 1. It wasn't quite as deteriorated as the other side; however, it had a few holes in the lead. Contractor had to correct a lot of slates, so they renewed the valley in the process.

Job 3

1. Framing of flat roof
 - Removing approximately 2 inches of sludge from this roof revealed several raised areas that turned out to be iron and glass roof lights.
 - Contractor also found that the entire pitch of this roof fell away from the outlets by a considerable amount, hence the collection of so much water and sludge.
 - Contractor needed to build a frame across the entire roof to level it all and transfer weight away from the glass.
2. A/C adjustments
 - There was a section of roof with the A/C pipes came out right next to one of the outlets. This easily let water in. It was especially dangerous after learning the museum workers would often get a shock from a light switch directly below. The contractor had to move pipes away, created a lead shelf to keep the rain out, and moved the outlet further away from them.
3. Capping stones
 - The perimeter capping stones had been laid onto lead. Over the years the lead would expand and contract, separating from the cement. This movement also disrupted the joints between the stones; therefore, the stones were simply sat unsecure top the wall.
 - Contractor has removed cappings, cleaned them up, replaced the destroyed lead with a much better suited DPC to protect the wall below, and then re-laid the capping stones.

Job 4

1. Lower (side) flat roof
 - As mentioned in the original quote, this roof was deemed to be recent. However, it turned out the roof was put directly on top the old one, without the original problem rectified. Water had travelled down and was saturating the concrete roof beneath, there was even a whole eco system of roots. The layers of bitumen felt removed were more like paper.
 - After mentioning this in the museum, the contractor was told the room below was really mouldy and also smelled of damp.
 - The brickwork behind the up stands was patchy and missing in places. We suspect water was getting through in the void behind these felt up stands.
 - It was decided the simplest way to put this right, was to render the wall and make it solid again. The contractor renewed the felt roof, complete with perimeter lead apron.

5. Financial Implications

- 5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.
- 5.2 The previously approved and carried out roof works used up all the available maintenance budget and additionally approved funds.
- 5.3 The Council has unallocated earmarked reserves of £182,814.28 for "Community Buildings" for expenditure on maintenance or projects related to improving Town Council owned community buildings.

**THIS PAGE HAS BEEN
LEFT INTENTIONALLY
BLANK**

ST NEOTS TOWN COUNCIL

Committee	FINANCE AND GOVERNANCE COMMITTEE
Date:	18 FEBRUARY 2025
Title:	MUSEUM AIR CONDITIONING
Author:	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide the committee with a recommendation from the Operations and Amenities Committee on the allocation of funds for the replacement of A/C units at St Neots Museum.
- 1.2 To seek a recommendation from the Finance and Governance Committee on the availability and allocation of funding from the Community Building earmarked reserve.

2. Recommendations from the Operations and Amenities Committee

- 2.1 That the Finance and Governance Committee recommend that the Town 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 earmarked reserve for Community Buildings to supply, install, and commission a replacement:
 - Mitsubishi HI 2.5kw wall mounted system serving the Storeroom (£1,390.00 before discount)
 - Mitsubishi HI 5kw wall mounted system serving the Old Court Room (£1,975.00 before discount)
 - Mitsubishi HI 2.5kw wall mounted system serving the Home Life Gallery (£1,390.00 before discount)

3. Background

- 3.1 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. As landlord the Council has a duty to maintain its asset.
- 3.2 The significant work on Museum Building Roof repairs had been completed as approved earlier by the Committee and the Council. Those works have made the building watertight for a long time and sorted out continuous issues with water ingress into building, which caused much of the inconvenience and disruption on Museum operations and prevented any works of redecoration or building performance upgrades.
- 3.3 As part of the roof works the decommissioning of some old AC units and moving of operational units had to be carried out. It was previously reported to the committee that the units were reaching the end of their lives and due to use of a now banned gas would not be able to be repaired if they reached a point of failure.

4. Information

- 4.1 The Operations and Amenities Committee considered the information set out in this report when making the recommendation to the Committee. The Finance and Governance Committee is asked to consider the

availability of funds and make a recommendation to the Full Council on allocating funds to the replacement of AC units from the Community Building earmarked reserve.

- 4.2 Some of the A/C systems installed in Museum are very old and coming to the end of their working life. It is difficult to say how long each system has remaining before components such as compressors and PC boards fail. Some units are estimated to be more than 30 years old. Obtaining spare parts may prove difficult should certain parts fail based on availability and age of the systems.
- 4.2 The condition of certain condensers is found to be in poor state, coils have damaged and semi-corroded fins, and rust on the outer casing.
- 4.3 Two of the oldest systems which serve the first-floor stores room and court room use the banned, obsolete R22 refrigerant gas. The A/C contractor recommendation is to upgrade these to modern energy efficient systems.
- 4.4 **Condition of the Systems**
- 4.3.1 The system serving the Store Room was found to have a shortage of gas and an issue with the indoor fan motor. Although working, its operation for cooling and heating this room is intermittent.
- 4.3.2 The system serving the Old Court Room has ceased working and displaying a E0 fault.
- 4.3.3 The LG system serving the Home Life Galley is also very old, although does use the more modern R410A gas.
- 4.3.4 The two LG systems serving the room adjacent to the flat roof are also quite old.
- 4.3.5 The Daikin units that serve the cells corridor are redundant with the outdoor condensers having been removed recently. These have not been operational for many years and the indoor units can be removed from the walls.
- 4.3.6 The systems serving the reception, ground floor gallery areas and office were upgraded several years ago and therefore, do not require upgrading at this stage.
- 4.3.7 Making an assessment on which systems are priority in terms of being upgraded, should be based on system age, gas type, performance, reliability and the importance of the area it serves.
- 4.5 **Energy Efficiency**
- 4.4.1 The energy efficiency ratings for many of the systems is way down on the scale compared to that of modern systems available today, which offer ratings up to A+++ for both cooling and heating operation. Some systems are likely to be as low as C and D energy rated which is extremely low in today's standards, resulting in high energy usage and running costs.
- 4.6 **The Benefits for Upgrading A/C Systems:**
- A significant reduction in running costs
 - A+++ / A++ SEER/SCOP energy efficiency
 - 5-year manufacturer's parts warranty
 - Outstanding performance and noise reduction
 - Reliability, the latest technology and modern appearance
 - Inverter heat pump systems offering both cooling & heating

- Eco-friendly R32 gas

- 4.6 Improvement of A/C system and use for the cooling and heating was specified by Energise during their building assessment. Correct indoor climate in Museum is very important for the collection and crucial for the staff, mostly formed by senior volunteers
- 4.7 Price for the A/C upgrade provided by the Museum current service contractor. When upgrading a system, the mains electrical power supply would be re-used where possible. Ceiling-mounted units will be replaced by wall-mounted units.

5. Financial Implications

- 5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.
- 5.2 The previously approved and carried out roof works used up all the available revenue maintenance budget.
- 5.3 The Council has unallocated earmarked reserves of £182,814.28 for “Community Buildings” for expenditure on maintenance or projects related to improving Town Council owned community buildings.

**THIS PAGE HAS BEEN
LEFT INTENTIONALLY
BLANK**

ST NEOTS TOWN COUNCIL

Committee	FINANCE AND GOVERNANCE COMMITTEE
Date:	18th FEBRUARY 2025
Title:	DEPOT SECURITY
Author:	TOWN CLERK
Responsible Officer:	OPERATIONS MANAGER

1. Purpose of the Report

- 1.1 To provide the Finance and Governance Committee with a recommendation from the Operations and Amenities Committee on the installation and funding of CCTV at the Operations Depot.
- 1.2 To seek a recommendation from the Committee on funding for CCTV cameras.

2. Recommendations

- 2.1 That the committee note the information provided on a break-in at the operations depot building.
- 2.2 That the committee considers the following recommendation from the Operations and Amenities Committee;
 - That the Finance and Governance Committee consider and recommend to Council the use of unspent funds in the Repairs and Maintenance budget for the installation of CCTV at the operations depot at a cost of £2,550, subject to the new lease for the building being in place.

3. Background

- 3.1 The Council previously carried out several measures to improve security of the operational depot. These measures have had a positive impact. While implementing measures the Council did not progress with the installation of CCTV, which was one of the options considered.
- 3.2 The renewal of the lease for the depot building with Huntingdonshire District Council is currently being processed and a proposed new lease will be brought to the committee as soon as it has been received.

4. Information

- 4.1 The Operations and Amenities Committee considered the following information when putting forward its recommendation.
- 4.2 The depot suffered from a break-in in January 2025. The Police and Operation Manager were quick to attend the scene when the alarm was activated and due to measures previously implemented by the Council no equipment or machinery was lost.

AGENDA ITEM 10

ATTACHMENT 11

- 4.3 There was significant damage caused to the entrance points of the building as part of the break-in. These entrance/exit points have all been secured and a new front double door is being quoted for. The Council will go through HDC as part of making an insurance claim for costs associated with repair damage.
- 4.4 The Police have recommended that the Council re-consider CCTV provision at the depot building. As such the Operations Manager has obtained an updated quote for CCTV.
- 4.5 The quoted cost of installing CCTV at the depot building is £2,550. plus VAT. This includes;

CONTROL EQUIPMENT	8 Way Network video recorder is to be fitted in the Front Office
RECORDING CAPACITY	Hard Drive Size 4TB Minimum of 4 weeks recording
CAMERA INPUTS	The system is capable of a Maximum of 8 cameras
APP CONNECTION	Capable of being remotely viewed either by connection to a local router. Loss of connection due to a faulty or new Router may result in an engineer's visit to reconfigure the system. This may incur a callout charge.
MONITORS QTY 1	22 inch to be fitted in the Front Office
CAMERAS QTY x 6	Hikvision DS-2CD2345FWD-I 4MP fixed lens turret camera with IR. FEATURES: <ul style="list-style-type: none">• 4MP high resolution• 2.8mm fixed lens• Powered by Darkfighter for Ultra Low Light• Triple stream• 3 axis mount• Up to 30m IR distance• H.265+ compression• 4 analytics• IP67 weatherproof• 120dB wide dynamic range• Supports on board storage (up to 128GB)• 12V DC & PoE (802.3af)
TURRETT CAMERA LOCATIONS	Camera 1: Front of the Building Audio and Movement Camera 2: Front of the Building Area (Front Right-hand corner of the building) Camera 3: Right Side Alleyway (Front Right-hand corner of the Building) Camera 4: Rear Fire Door (Back Left-hand corner of the Room) Camera 5: Front Roller Shutter (Front Left-hand corner of the Room) Camera 6: Reception (Back-Right-hand corner of the Room)

- 4.6 There would be an annual maintenance/service charge of £80.00.
- 4.6 Costs are also being investigated for an alarm call out/key holder service which would see a security company attend the site in the event of a out of hours break-in, providing support for officers attending and improving staff safety on site. Options and costs for the committee's consideration will be brought forward to the Council separately.

5. Financial Implications

AGENDA ITEM 10

ATTACHMENT 11

- 5.1 The costs of repairing the roller shutter door are estimated to be £750. Quotes are currently being obtained to repair the fire doors and front doors damaged in the break-in.
- 5.2 The cost of installing CCTV as quoted by the Council's contractor that manages the CCTV to be installed at the Steve Van de Kerkhove Community Centre is £2,550 plus VAT.
- 5.3 The Council has a revenue budget for depot maintenance with a remaining balance of £1,723.
- 5.4 The Council has a revenue budget for repairs and maintenance of which there is a remaining balance of £3,995, however this budget is mainly intended for repair and maintenance of equipment rather than the building.

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.

**THIS PAGE HAS BEEN
LEFT INTENTIONALLY
BLANK**

ST NEOTS TOWN COUNCIL

Committee	FINANCE & GOVERNANCE COMMITTEE
Date:	18 th FEBRUARY 2025
Title:	WATERSIDE GREEN ENERGY GRANT FUNDING
Author:	TOWN CLERK
Responsible Officer:	RESPONSIBLE FINANCIAL OFFICER

1. Purpose of the Report

1.1 To advise the Committee on the return of unspent grant funding awarded to Waterside Green Energy.

2. Recommendation

2.1 That the Committee notes the return of £9,481.46 in unspent grant funding awarded to Waterside Green Energy in the 2023-24 Financial year.

3. Background

3.1 At a meeting of the Town Council held on 30th October 2023 the Council awarded a grant of £10,000 to Waterside Green Energy for preparatory work in progressing the St Neots Hydropower installation. (TC-104-23-24).

4. Information

- 4.1 The Town Clerk and RFO were advised by Waterside Green Energy that at an emergency General Meeting on Monday 25th November 2024, the members of Waterside Green Energy regrettably voted to wind up the organisation as soon as can be achieved.
- 4.2 Despite the great deal of progress the organisation made towards the completion of the project for which the funding was awarded it became apparent that it was impossible to find the large level of funds necessary to keep the project running.
- 4.3 Attached (**Appendix A**) is a public statement agreed by the Board which explains the situation.
- 4.4 The organisation has expressed its gratitude for the support and encouragement that SNTC councillors and officer’s past and present have given.
- 4.5 The organisation advised that most of the funding awarded by the Town Council is still held and as such will be paid back.

AGENDA ITEM 11

ATTACHMENT 12

5. Financial Implications

- 5.1 The Council has received £9,481.46 in returned grant funding which will be allocated to the Council's General Reserve.

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.

;

Public Statement November 2024

Waterside Green Energy was formed in 2020 as a charitable organisation aiming to educate local young people, reduce electricity costs for local people and build a sustainable project which others could replicate. The focus was to work with the local community using available grant funding mechanisms to design, construct, and operate a small hydroelectric power station at Mill Lane Sluice, Little Paxton.

So far we have:

- Demonstrated its feasibility
- Completed an outline design
- Obtained the Environment Agency Water Abstraction license
- Completed an environmental assessment and species DNA survey
- Engaged over 100 members
- Produced a detailed business case

This success has been grant funded, mostly from The Rural Communities Energy Fund, a government scheme set up to help groups like Waterside Green Energy investigate projects which support carbon zero.

We would like to thank all the donators and supporters, and in particular St Neots Town Council members past and present for their outstanding support, real action and enthusiasm from the outset. Without their vision and commitment for the climate emergency we all face, nothing could ever change.

We have received strong and positive words from all local and national politicians who have visited and engaged with the project, but words, by themselves, do not generate the funding to bring projects to life.

The next steps for the project are closely linked with increasing (new) regulations and bureaucracy. Each step forward in the planning and approvals process, local or national, needs funding. These cannot be provided from existing means and are beyond the resources of a small organisation.

The Community Infrastructure Levy obtained from local housing developers and administered by the Local Planning Authority is said to currently hold in excess of £30 million unspent. Its one purpose is to support what it calls “community infrastructure” projects. Unfortunately, it has conditions tied to growth so onerous they are difficult for a community project to meet. National green energy funding streams have similarly complex restrictions.

Sadly, as a result, the Board (all volunteers) have seen no alternative but to cease operations this financial year.

Unfortunately, the bright young minds won't now be inspired into engineering by visiting their own hydroelectric power station, or motivated to champion green energy by seeing the benefits to their own families.

Ironically, the political will at national and local levels is clearly in favour of supporting community-owned renewable energy generation. In the next few years, it is probable that projects such as hydro generation will be increasingly seen as part of the national decarbonisation solution. Maybe we were ahead of our time.

By sharing our work publicly, we hope that in future the legacy of designs and studies undertaken may be of benefit to others planning similar schemes in a more conducive financial environment.

The Board of Waterside Green Energy

**THIS PAGE HAS BEEN
LEFT INTENTIONALLY
BLANK**

ST NEOTS TOWN COUNCIL

Committee	FINANCE & GOVERNANCE COMMITTEE
-----------	--------------------------------

Date:	18 th FEBRUARY 2025
-------	--------------------------------

Title:	IT SECURITY
--------	-------------

Author:	DEPUTY TOWN CLERK
---------	-------------------

Responsible Officer:	AUTHOR
----------------------	--------

1. Purpose of the Report

- 1.1 This report aims to provide committee members with an overview of our IT Security Policy and the potential implications for the council if a user account is removed from this policy. Ensuring IT security compliance is crucial for maintaining data integrity, protecting sensitive information, and meeting regulatory requirements.

2. Recommendation

- 2.1 That the Committee considers the information provided in this report and whether it recommends that members can be removed from the IT Security Policy.

3. Background

- 3.1 A member has expressed concerns about their VPN security preventing access to their council's Microsoft 365 account. The Council does not require members to use a VPN, sufficient security measures are provided by the Council's IT provider. The use of a VPN could make it more difficult to detect and mitigate security breaches. Attackers frequently use VPN services to disguise their identities, making unrestricted access a potential risk.
- 3.2 The Council's IT provider strongly recommends maintaining all security policies, including blocking sign-ins from unauthorised locations, and remain open to working with the council to consider their concerns.

4. Information

- 4.1 The IT Security Policy is designed to safeguard the council's digital assets and ensure secure access to critical systems. Key principles of the policy include:

- **Complex Passwords** – Ensuring strong passwords to prevent unauthorized access.
- **Multifactor Authentication** – Adding an extra layer of security beyond just passwords.
- **Blocking Sign-ins from Unapproved Countries** – Restricting access from locations where we have no employees, significantly reducing attack attempts.
- **Email Filtering** – Protecting against phishing and malicious email threats.
- **Managed Devices** – Ensuring only authorized and secure devices can access council systems.
- **Anti-Virus Protection** – Preventing malware and other threats from compromising security.

- 4.2 Each of these measures is equally important and plays a vital role in protecting the council's systems and data. Blocking sign-ins from unwanted countries is highly effective at mitigating attacks, as most attackers utilise VPN services to obscure their identities. Allowing sign-ins from any location leaves a critical security vulnerability.

- 4.3 There is the option that members could be removed from the IT Security Policy. However this opens the council to risk and is not the best solution.
- 5. **Financial Implications**
 - 5.1 There are none related to this item.
- 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.



Equipment Hire Policy

Reference	SNTC/EV002	Adopted by
Prepared by	J Coleman (Communications and Events Officer)	Adopted date
Monitored by	Deputy Town Clerk	Minute reference
Monitoring Review	Every 4 Years	Review date

1. INTRODUCTION

- 1.1 The purpose of this policy is to ensure its equipment is maintained to the highest standard for use by all stakeholders, while still being available for use to third party organisations who are local community groups/not for profit organisations for community events held within the town.
- 1.2 Due to the increasing wear and tear of equipment and the operation cost associated with the loan of equipment, the Town Council will only loan equipment to the following organisations for 1 annual event each year:
 - 1.2.1 St Neots Museum – Living History Festival
 - 1.2.2 Eaton Socon Community Association
 - 1.2.3 Loves Farm Community Association
 - 1.2.4 Wintringham Community Association
 - 1.2.5 Eynesbury Community Association
 - 1.2.6 Any charity which is being supported by the Mayor during their term in office
- 1.3 The equipment is available free of charge for use to the above-listed organisations during normal council operational times. Outside of these times a fee will be levied to cover additional staffing costs for out of hours working and subject to our terms and conditions set out in the 'Equipment Loan Hire Agreement' attached in appendix A.

2. EQUIPMENT AVAILABLE

- 2.1 The items the Town Council have available on loan include:
 - Gazebos
 - PA System
 - Projector
 - Tables & Chairs
 - Barriers
 - Litter Pickers



3. REQUESTING FOR LOAN EQUIPMENT

- 3.1 An "Equipment Loan Agreement" Form (appendix A) must be completed and signed by the borrower; this will ensure that the borrower agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.
- 3.2 The Town Clerk has the discretion to make exceptions to this policy based upon the nature of request received.
- 3.3 Those requesting to loan the equipment must provide a minimum of 3 months' notice and complete the "Equipment Loan Hire Agreement" to confirm liability, delivery and collection dates and times.

4. EQUIPMENT PURCHASED FOR SPECIFIC PURPOSES

- 4.1 The Council will not hire out equipment which the Council has resolved to purchase for a specific purpose (*e.g. Market Square bistro chairs/tables*) and which is needed or intended to be used only to deliver on that purpose. The exception to this will be where the Council resolves that equipment can be hired out or used in an alternative way.