

AGENDA REPORTS PACK

ORDINARY MEETING

AUGUST 2016

Item 16/172.

Full Parish Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th July 2016 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Graves, Heydon, Hodson, McCarthy, Mudd, Nicholas, Richards, Ward and Young, Clerk, Assistant Clerk and RFO

- 16/151. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Berenger (work), Bolitho (illness), Collier (will arrive late), Wotherspoon (meeting), SCDC Cllr Edwards (meeting), SCDC Cllr Harford (will arrive late), CCC Cllr Jenkins (meeting), CCC Cllr Mason (illness).
- 16/152. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* Both Cllrs Richards and Ward declared a pecuniary interest in item 16/164 (expenses) and will leave the room during discussions.
- 16/153. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 7th June 2016 be signed as a correct record. **RESOLVED.**
- 16/154. Public participation – Standing Orders to be suspended** – no public present.
- 16/155. Reports**
- **SCDC** – report circulated prior to the meeting
 - **CCC** – report circulated prior to the meeting. Cllr Heydon noticed an issue with the new CCC interactive map which suggested that The Cut can be used by horses; this is incorrect. She has contacted CCC Cllr Jenkins accordingly.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. We have received a letter from a younger resident praising the playground but requesting the addition of a see-saw. Clerk to acknowledge letter and item to be added to CALF. Aquarius inspection of pump has been pushed back to September. Keys for the shutter and front door have been passed to Kids Only and Bowls Club; both still need a kitchen key. Cllr Richards was thanked for moving the defibrillator. Asst Clerk confirmed that Beach Road needs to be inspected when wet to look at potential issues. There will be some minor changes to the bus timetable coming into force later this month. White lining on Harlestons Road and Beach Road now done. Work on the picnic tables on the Rec will be done later this week/early next week.
 - **Update on Neighbourhood Plan** – Cllr Morris outlined. Have met with SCDC recently regarding draft policies. Core policies for 4 areas of the village were displayed at the Festival on 2nd July. Awaiting feedback from SCDC which is taking a little longer than anticipated. The next step is to draft a more formal document plus supplementary appendices. This will be followed by a 6 week consultation.
 - **Major developments** – Cllr Morris outlined the report. We have put in our response to the second Gladman application today.
 - **Public Art competition result** – All Saints Church has been awarded £16k subject to contract conditions. This was announced at the Festival.
 - **Remembrance parade** – Cllr McCarthy stated that a training course had now been found but we are still awaiting information regarding the dates. Durman Stearn are lending us the necessary road signs. Tony Clarke + 5 others are assisting with traffic management on the day. Awaiting TTRO from County which is being done as a mass application across villages.
 - **Tenison Manor adoption & maintenance** – Cllr Collier arrived at 7.35pm. Cllr Morris stated that some quotes had been obtained locally for some of the remedial works to the estate and these will be forwarded to Persimmon accordingly.

- 16/156. Village Hall** – to consider choice of external design and planning permission (outline or full) – Cllr Morris summarised the report. Outlines were displayed at the Festival. Following the pre-application advice it appears that we would get permission for some form of building so it may be best to go straight to full permission. Cllr Heydon queried the costs involved. Whilst pre-app advice is free we would pay a reduced fee for permission. The plans were circulated again for information. Some internal refinements required to the office and club room. Concerns were raised over the lift position and it being used as a corridor. The overall cost of the project was mentioned at the Festival and only one negative comment received.
Resolution to authorise the Working Party to proceed with the architects and consultants to seek full planning permission on one or other of the two designs (cost approx. £5,000 to architects; £3,000 to SCDC, £5,000 for site investigation, contamination studies, transport statement and legal fees etc.) **RESOLVED.**
Resolution to proceed on the basis of elevation A as per the reports pack (traditional design to mirror the sports pavilion). **RESOLVED.**
- 16/157. Community Right to Challenge** – to consider items suitable for 2017 Expression of Interest for the running of County services – Cllr Morris posed the question of whether we were happy with the services provided by County re. grass cutting etc. Under the Right to Challenge we have the opportunity next year to take the initiative on how some of the services are run/delivered if we believe we can do it better. Further information required on how exactly the process works. Suggested services included verge cutting, gully cleaning, ditch maintenance. Cllr Heydon mentioned possible local community initiatives whereby clearance work is undertaken voluntarily. It was agreed that generally we were in favour of taking on additional work. Further investigation required and item to be brought back to Council.
- 16/158. Crowlands Moat** – Resolution that we initiate a competitive re-tender of works at the Moat. **RESOLVED.**
- 16/159. SLCC** – Resolution to renew membership to the SLCC at a cost of £149. **RESOLVED.** RFO to arrange payment.
- 16/160. Church & Causeway** – Resolution to split £3k from Church & Causeway Charity 50/50 between the Goode Bequest and Dissenters Cemetery. **RESOLVED.**
- 16/161. Star Council Awards** – to consider potential nominations to the Awards – Resolution to submit nominations for Clerk of the Year and Cllr of the Year (Cllr Morris). **RESOLVED.**
- 16/162. Colts Football** – Resolution to permit the Colts Football team to hold annual coaches bbq on the 3rd field at the Recreation Ground on 9th July from 5pm. **RESOLVED.** Cllr Mudd to investigate insurance issues. Cllr Richards suggested going forward that we investigate the installation of a dedicated BBQ area with a shingle bed. Item to be added to CALF agenda.
- 16/163. Document retention** – Resolution to accept FLAC recommendation to adopt NALC Legal topic note 40 dated January 2013 regarding the retention of councils’ documents and records. **RESOLVED.**
- 16/164. Finance**

Income	Description	Net	Gross	
Day Centre	Rent for May 16	£ 100.00	£ 120.00	
Michelle Plowman	May 16 invoice	£ 862.00	£ 1,034.40	
Debbie Prince	April/May 16 invoice	£ 35.00	£ 42.00	
Tara Penfold	Rent of VH on 8th July	£ 60.00	£ 72.00	
Sandra Archer	Rent of VH on 19th June	£ 110.00	£ 132.00	
Cambs football Association	Rent of VH on 16th May	£ 70.00	£ 84.00	
HMRC	VAT payment for April 16	-	£ 1,134.37	
South Cambs District Council	Rent of VH on the 23rd June	£ 91.67	£ 110.00	
Wiser Recycling	Recycling collection costs x 2	£ 376.76	£ 452.11	
Ladybirds	Recouped utility costs	£ 1,413.81	£ 1,413.81	
Cottenham Festival				

Maxine Roberts	Stall (Blind Veterans uk)	£ 8.34	£ 10.00	
Justine Goddard	Stall (Utility Warehouse)	£ 16.67	£ 20.00	
Ros Norman	Stall (Tourmaline Jewellery)	£ 16.67	£ 20.00	
Ms P Wedgbury	Stall (Festival All Saints)	£ 8.34	£ 10.00	
Michelle Plowman	Stall (Kids Only)	£ 20.00	£ 20.00	
Caroline Stevens	Stall (Sandy Smiles)	£ 20.00	£ 20.00	
		£ 3,209.26	£ 4,694.69	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for July 16	£ 3,303.42	£ 3,303.42	
HMRC	Tax £261 and NI £346.68 (Cheque)	£ 607.68	£ 607.68	
Legal and General	Pension cost for Apr - July 16 (£48.73 per month)	£ 194.92	£ 194.92	
Cambridge Water Company	6 monthly water bill for Rec ground (DD)	£ 839.07	£ 839.07	583
Browns of Burwell	Burning oil costs at Recreation ground	£ 759.60	£ 797.58	590
The BC Group Trust	Crowlands manor upkeep June 16	£ 532.00	£ 532.00	593
Calor Gas	Gas invoice for the Pavillion	£ 597.15	£ 597.15	595
A J King	Groundman contract monthly cost	£ 2,536.24	£ 3,043.48	601
Goode Bequest	Donation	£ 1,500.00	£ 1,500.00	
Dissenters Cemetary	Donation	£ 1,500.00	£ 1,500.00	
Kompan Ltd	Cost & Installation of playhouse	£ 3,321.49	£ 3,985.78	603
		£ 15,691.57	£ 16,901.08	
Expenses under £500	Description	Net	Gross	code
Green and Purple Ltd	RFO support June 16	£ 50.00	£ 60.00	582
Staples	Office stationary equipment	£ 62.51	£ 75.01	584
TJ Training	Basic first aid training and travel costs	£ 193.45	£ 232.14	585
Old West Internal Drainage Board	Drainage rate for Cottenham	£ 77.04	£ 77.04	586
Debbie Seabright	Expenses re Sim card for Pavillion & Stamps	£ 16.32	£ 16.32	587
Christine Ward	Expenses re Litterpickers x 15	£ 160.38	£ 192.46	588
Business Consultancy Services	Payroll charge for May 16	£ 28.00	£ 33.60	589
TJ Training Ltd	Providing Basic Emergency First Aid course	£ 200.00	£ 240.00	585
Cottenham Library	Donation to Summer reading Challenge (Chq)	£ 150.00	£ 150.00	
Central Source Ltd	Cones & Belt barriers for the rec ground	£ 200.00	£ 240.00	591
Barton Oil	Service of the boiler at the Village Hall	£ 82.00	£ 98.40	592
Southern electric	Electric bill for the Pavillion	£ 239.62	£ 287.54	594
CSA	Cleaning equip/ tea towels/loo rolls for Village Hall	£ 69.69	£ 83.63	596-598
Debbie Seabright	Expenses re 30 mph wheelie bin signs x 250	£ 135.00	£ 135.00	599
The BC Group Trust	Additional work Tree/Scrub work	£ 180.00	£ 180.00	600

Chris Richards	4 x bags plastic balls/bowls/space hoppers/balloons	£ 45.88	£ 45.88	602
Cottenham Primary School	Advertising costs in school magazine	£ 55.00	£ 55.00	604
CB Creative	Festival posters and invitations	£ 60.00	£ 72.00	605
		£ 2,004.89	£ 2,274.02	

Amendments made to stalls for Michelle Plowman and Caroline Stevens; should read £16.67 net. Total net income £3202.60. Cllrs Richards and Ward left the room at 8.23pm and took no part in discussions. An amendment was made to Cllr Richards expenses total and the second TJ Training invoice removed (duplicate). It was clarified that the Old West invoice was for the Town Ground. The BC Trust additional invoice is to be excluded until we receive clarification as to what the works were. Expenses under £500 totals amended to £1815.77 net, £2034.02 gross.

Resolution to pay these invoices with exclusion with BC Trust additional work. **RESOLVED.** Cllrs Richard and Ward returned to the room at 8.28pm.

- 16/165. Management accounts** – to review the monthly management accounts – Cllr Young stated that other than a £50 item without a nominal code there was nothing of any significance to report. The balance sheet formatting has been cleaned up. Need to be more transparent on which monies were S106.
- 16/166. Bank reconciliation** – to review monthly bank reconciliation – Cllr McCarthy ran through the report provided. Wisser have now paid their overdue invoice. All balances lined up with the management accounts.
- 16/167. Matters for consideration at the next meeting** – Northstowe Community Forum, Village Hall, Neighbourhood Plan, Developments
- 16/168. Dates of next meetings** – Planning 7th July, CALF 19th July, Planning 21st July, Full 2nd August, FLAC 1st September, Highways 12th September.
- 16/169. Close of Meeting** – 8.32pm.

Signed _____ (Chair) Date _____

Item 16/174 - Reports

South Cambridgeshire District Councillors' Report to Parish Councils July 2016

To follow

Monthly report for parish and community councils July 2016

For the Cottenham, Histon and Impington (CH&I) county council division of Cambridgeshire which also includes King's Meadow, Oakington & Westwick, Orchard Park and Rampton.

To follow

CLERKS REPORT – July 2015

Anything in bold is new or an update.

Highways

- Histon Road – Has been inspected during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Graham has identified a couple of areas that need further looking at and **site visit done on 29th July. Have also asked for the cyclepath to be swept to clear the solar studs of mud/vegetation.**
- **Harlestones Road, Lyles Road, Franklin Gardens – Lines have now been reinstated. At least 3 of the gullies have been blocked which has caused issues during the recent heavy rain. Has been reported but won't be cleared until September.**
- Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. **Awaiting quote from county (Graham still waiting as of 28/07).**
- TROs have been submitted for double yellows on Lambs Lane, no overnight parking in layby on Twentypence Road, waiting restrictions by new PO layby and TTRO for Remembrance parade. **Following formal advertising one objection has been received regarding the PO layby. AC has written to objection telling them that it is just 2 bays and not the whole layby affected, as inferred by their letter. No response as at 28/7/16. If we don't get the objection withdrawn it will be for the Local County Councillor and Head of Highways to determine. They will either instruct to go ahead or not.**
- Sign for Long Drove has been knocked down and left in the verge; reported. Showing as closed but work not done. Waiting update from Graham.
- Gullies around the Green – are full again (College side) and overflow during heavy rain, these were jetted in August 2015 and then again when the annual works were done. **Has been reported again and will be inspected shortly.**
- Leopold Walk – overgrown shrubs/trees. **Graham will order works post-nesting season.**
- **Racecourse View – single white lines have been painted at the top of the road/junction with Beach Road.**
- **Damaged bollards on High St/Denmark Road junction have been re-set.**
- Groundsman reported issues with growth from County owned tree next to bus shelter on the High Street. AC has contacted Highways accordingly. **Graham will order works post-nesting season.**
- We have been advised that Lambs Lane will be closed 1st – 5th August. This is for urgent utility works.
- **Blocked gullies on Beach Road have been reported again and will be inspected shortly.**
- **Trees outside 300 High Street are overhanging the pavement so you have to duck to avoid. AC has written to resident by no response. Reported to County on 28th July.**
- **Beach Road - Following 'heatwave' a further dusting was carried out. Official Line: "As Road Surface Temperatures rise, there will be a greater than normal chance of the binder being activated on our surface treatment sites, both Surface Dressing and Micro Asphalt. This causes the stone to embed further into the surface and the bitumen to rise over it. The road is NOT melting!!!" NB: We are aware that no signage was put in place to warn drivers of the loose surfacing and an accident occurred the next morning (car ended up in ditch).**
- **Rear of Dissenters - (fallen tree/bush) - photographed and reported to County 28/7/16**
- **Remembrance Day – Cllr McCarthy to attend TMCE (Traffic Management for Community Events) training course in September - date to be confirmed.**
- **The Primary School 'safety zone' lights have been re-programmed so that they only come on during term time.**

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- Guttering between the high roof and flat roof has been damaged and requires repair.

- **Following the Cromwell inspection of the fire alarm and emergency lighting we have received a defect notice to say one of the lights isn't work. Clerk has actioned repair.**
- Outside toilet currently out of order. Still waiting for new part from Travis.
- Need to give kitchen keys to Bowls Club and Kids Only.
- Issue with the ladies toilets which can't cope with large-scale usage, water then backs up and causing flooding. Nick arranging for plumber.

Recreation ground

- **Repair/maintenance work undertaken on picnic benches 8th July.**
- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- Following the RoSPA report we need to move some soil to build up the area by surfacing abutting the Himalayan climbing frame (may be able to use some of the soil from bund removal).
- Small amount of graffiti on the skatepark.
- **We have received a request from Renegades Rugby for the installation of a touch rugby pitch on the third field. Have given costs to them and waiting response and confirmation of size.**
- **Zip wire has required repairs on health & safety grounds. Clerk and CALF Chair (Cllr Mudd) have agreed expenditure of £120 + VAT in accordance with Financial Regulation 4.1.**

Misc admin

- July Issues log distributed separately.
- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- Groundsman has reported possible oil spots on Green following Yesteryear event. Will monitor.
- Les King Wood – Anna Hicks has been in touch again and it appears there has been a change of heart. The kissing gate – she has appointed a contractor to install a new gate, lay stone and add a geotextile layer in the hope that this will ensure the entrance stays a bit drier and cleaner. Would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? The dog bin- she is ordering a dog bin for the site, again would like our opinion please on the best location for this bin. Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite.
- Cllr Morris has written to Royal Mail regarding the additional letter box.
- **List of Tenison Manor maintenance issues has been passed to Persimmon and they have instructed local contractor to do the works. NB: this doesn't include works to the pond to clear the reeds.**
- **Dead tree has been removed for safety reasons by Groundsman on Tenison Manor (by The Dunnocks). Chair + Clerk authorised expenditure in accordance with Financial Regulation 4.1. Currently I have suggested that we leave the stump fairly prominent along with the fallen trunk (laid to one side of the grassed area). Both can be used as seating or natural play and will provide a wildlife habitat. Will be easy to remove later should there be concerns.**
- **2 x kettlebell sessions will be taking place on the Green on 3rd and 10th August (previous hirer).**
- **Exercise sessions are being advertised on the Village Green 3 times a week without gaining permission for use. AC trying to contact.**

Correspondence

- **Resident has requested some form of mobility access gate is installed at the Moat. This will be looked at by CALF.**

Facebook

- 627 likes.

Major developments

1. Endurance Estates application for 50 houses on Oakington Road was, despite our opposition, approved with details to be delegated to Planning Officers.
2. Gladman Developments application for 225 houses plus 70 residential care places on Rampton Road was, in accordance with our recommendation, refused; Gladman have appealed the decision. Appeal start date 29th June and all comments/modifications are required by 10th August.
3. Gladman Developments revised application for 200 houses plus 70 residential care places on Rampton Road has been considered by our Planning Committee which recommended SCDC should refuse it. Formal CPC response in hand. Likely to be considered by SCDC's October Planning Committee on 5th October.
4. Persimmon have submitted an application for 126 homes off Oakington Road. CPC have rejected. Likely to be considered by SCDC's October Planning Committee on 5th October.
5. Cambridgeshire County Council have taken pre-application advice on their likely application for up to 300 homes on Rampton Road.

Update on Tenison Manor adoption

Key stage is ownership transfer to CPC of Broad Lane drainage ditch, Little Cut and the Balancing Pond after appropriate restoration and receipt of commuted sum for maintenance.

Although we now probably understand the site history (going back to the 1960s), some ownership transfers are not yet clear so may further delay progress.

Currently maintenance of roadways, verges etc. on Tenison Manor is Persimmon's responsibility and we have submitted a list of problems. Persimmon have now awarded contract to local supplier and work will commence shortly.

Amey Cespa community liaison group

MEETING AT WATERBEACH WASTE MANAGEMENT PARK 14TH JULY 2016

Attendees : Operational Managers of Amey & Frimstone, Authority & Regulatory Officers of SCDC, CCC & EA, Councillors & Local Residents

Operational Update :

Landfill – Cell 13A has been restored & gas wells will be installed at the end of July 2016..

Cell 13B – Amey is part way through tipping.

Cell 13C – Prepared and ready for use by the end of 2016.

Phase 14 cells – Designs in place & options being considered for extraction of clay, including suitability for local highway works.

MRF (Materials Recycling Facility) – Very busy, although recyclable markets are not strong at the moment. Metals being recycled but not plastics. A number of improvements have been made in the last year, including the installation of a new conveyor.

MBT (Mechanical Biological Treatment Plant) – Amey is taking a proactive approach to dealing with planned maintenance.

Composting – IVC (In Vessel Composting Facility) – Amey continues to follow its odour management plan, which includes diverting waste from site during periods of peak inputs and regular waste turning. Amey is

investigating the potential for a water (leachate) treatment plant on site, which would take waste water directly into the Anglian Water sewage system. At present tankers take away waste water.

Flies –Local residents having problems. Amey will liaise with a local pest control supplier who will visit local residents.

Frimstone / Gravel Diggers Farm – Soil stripping commenced in June 2016. Archaeologists have been on site and will investigate any features found. Extraction may begin in the next few weeks, and then a processing plant will be installed, planning permission for which has already been granted.

Future Developments –

Landfill –Planning consent has been granted to change the life of the landfill to 2036.

MRF –Permission granted for a litter fence and external storage of processed waste.

Water Treatment Plant (Leachate) – Amey is in pre-application discussions and is hoping to submit a planning application before the end of 2016.

Energy from Water Facility –The land next to the MBT is still allocated for waste treatment.

16/175. Electricity contract

Quotes to follow

16/177. City Deal

Dear Chair,

I am the District Council's 'portfolio holder' for the Greater Cambridge City Deal (GCCD), and I am Vice-Chairman of the Executive Board of the GCCD. I am writing this letter to the Chairs of all the SCDC Parish Councils, and copying it to all my fellow District Councillors.

The GCCD has a number of themes, one of which is much better public transport, not just in the city but ensuring good links into the city from South Cambridgeshire and beyond. This is a complex topic to achieve and will take time, but one component could be the creation of a network of 'bus hubs' throughout the District.

The 'hubs' might perhaps:

- be 1-2 acres in size
- be well-located on or close to a main bus route or railway station
- have a modest-sized car park (perhaps 20-200 spaces, depending on the nature of the village, the bus route, the catchment area and the likely usage)
- have secure covered cycle parking, and either have good cycle access or be in a place where cycle access routes could be created
- have space for buses to inter-change passengers
- have shelters for waiting passengers and real-time bus information
- have good car access.

I want to be very clear that a 'hub' would not be anything close to the size or scale of a Park & Ride. It would be much smaller and much more local, for use by the village and perhaps some neighbouring ones. It is primarily intended to assist local residents access buses in an efficient way, not long-distance travellers into our region. The GCCD may in due course undertake a more formal 'top down' assessment of where hubs should be located, but in the meantime I wanted to get this process moving and hear from Parish Councils on a 'bottom up' basis. So my question to you is: **would you like to suggest a suitable site(s) for a bus 'hub' that would be useful to your residents?** It might be brownfield land, or a small field (or part of a field) in a suitable location. It might be in the centre of the village, on the edge, or (for where relevant) by an existing train station. Please leave aside planning or financial considerations: at this stage, we just want as many creative ideas as possible to feed in to our future plans!

I appreciate that we are approaching the summer period when many Parish Councils do not meet. But I should be grateful for ideas as soon as possible, and certainly by the end of September. Please note that your replies will be in the public domain.

As a separate matter, and of great importance, I would like to draw your attention to the GCCD's current engagement on proposals to tackle congestion and improve transport into, our of and around Cambridge, particularly at peak times of day. We are keen to hear people's views over the summer. Many of our residents see Cambridge as their city: they work, study, shop, do business and otherwise spend time there, and I want to make sure we develop and implement our proposals in ways which work equally for South Cambridgeshire as they do for Cambridge City.

With best wishes and many thanks,



Francis Burkitt

16/178. Traffic monitoring

We need some more “on-the-ground” traffic measurements taken, ideally on a Monday after the private schools and 6th forms go back but before the 5th October SCDC Planning Committee meeting, specifically:

- Around the legs of the Oakington Road / Rampton Road roundabout (real traffic flows on a known overloaded roundabout strategic to the local network)
- At the mouth of Brenda Gautrey Way (partly for trip generation calibration against previous data and developer simulations)
- Along Histon Road (partly for traffic flow calibration against previous data and developer simulations)

16/181. BBQ pit

CALF have been looking at installing a BBQ pit on the 3rd field at the Recreation Ground. To dig a 5x3m pit (3” depth, line and fill soft sand would be £460 + VAT. It was suggested that the Wiser Recycling money could be used to fund this project.

16/185. Dropbox

We are running out of Dropbox space. At the moment we only get 2GB of space via the basic package and this is free. We would have to upgrade to the Business package for £9.17 per month (they’d give us a 30% discount on this as a non-profit organisation) for 5 users with unlimited space, unlimited version history, unlimited file recovery (instead of the current 30 days).

16/187. Cottenham Festival

Cottenham Festival July 2016

Income		Net	Gross
Adele Kitching	Stall hire	16.67	20
Graham Beckford	Stall hire (Bumblebees)	16.67	20
Lynx Autocare	Stall hire	33.33	40
Maxine Roberts	Stall hire	8.33	10
Justine Goddard	Stall hire	16.67	20
Ros Norman	Stall hire	16.67	20
Ms A Wedgbury	Stall hire	8.33	10
Michelle Plowman	Stall hire	16.67	20
Evening event	Ticket sales for band	160	160
Fun Fair	Donation	25	25
		318.34	345
Expenses			
Event Services Ltd	PA system	202.5	243
Sensational Soul Band	Band hire for evening event	750	750
Advertising	Posters/leaflets	60	72
Chris Richards	Expenses re Plastic ball/space hoppers/table cloths	81.66	81.66
		1094.16	1146.66
	Total income (Gross)	345	
	Total expenses (Gross)	1146.66	
	Difference	-801.66	

16/188. Management accounts

Balance sheet	<u>b/f</u>	<u>Apr-16</u>	<u>May-16</u>	<u>Jun-16</u>
Current assets				
Accounts receivable	9,218	10,493	10,112	7,930
Prepayments	1,300	1,300	1,300	1,300
VAT	10,130	11,147	2,128	1,482
Cash	555,880	637,733	656,554	653,419
	576,527	660,673	670,093	664,132
Creditors payable in less than one year				
Accounts payable	(18,382)	(13,812)	(9,667)	(8,435)
Accruals	(2,000)	(2,000)	(2,000)	(2,000)
Salary control account	0	0	0	0
PAYE payable	0	0	0	0
	(20,382)	(15,812)	(11,667)	(10,435)
Net assets	556,145	644,861	658,427	653,697
Represented by:				
General reserve	100,000	100,000	100,000	100,000
s106 Open Spaces	147,675	151,522	172,296	172,296
s106 Community Facilities	28,704	28,704	32,143	32,143
s106 Public Art	20,364	20,364	20,364	20,364
Other reserve (b/f)	259,402	259,402	259,402	259,402
Surplus in current year		84,869	74,222	69,493
	556,145	644,861	658,427	653,697

Balance sheet checks:

- - - -

16/189. Bank reconciliation

Bank reconciliation (to the end June 2016)

Council's Bank Accounts at end of June 16 were reconciled to our Sage system and are in order.

In summary:

£653,419.33	Cash at Bank
-£8434.51	creditors
+ 7930.40	Debtors
£652,915.22	Net balance on bank reconciliation

+ VAT owed £1482

+ Prepayments £1300

Minus: £2000 Accruals

Net assets: £653,697.22

Creditors

Andrew King

Barton Oil Burner Services

BC Group Trust

CB Creative

Chris Richards expenses

Christine Ward Expenses

Cottenham Primary School

CSA cleaning

Debbie Seabright expenses

Kompan Ltd

TOTAL £8434.51

Debtors

Cottenham United Football club

Cottenham Sports and Social club

Cottenham Day centre

Debbie Prince

Jane Williams

John Thurston Amusements

Keith Carpenter

Michelle Plowman

TOTAL £7930.40