

MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge
On **Thursday 25th May 2017**

Present: Cllrs: Bolitho, Collinson, McCarthy, Morris, Young, RFO

The committee agreed that Cllr Ian Young will be chairing the FLAC meeting this evening and we will elect a chair at the next meeting.

17F/062. Chairman's introductions and Apologies – None

17F/063. To accept Declarations of interest and Dispensations

To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – no disclosures

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is pecuniary. An interest is pecuniary if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter

17F/064. Minutes - Resolution that the minutes from the committee meeting held on Tuesday 25th April 2017 are a correct record – **RESOLVED**

17F/065. Public Participation – Standing Orders to be suspended - *Public question time is dealt with prior to the start of the meeting and doesn't form part of the formal business of the Council. Time is limited to 30 minutes and each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes in order to allow other people to also speak without the public session exceeding its allotted time. NB: Councillors will not be able to respond on items on the agenda, but will take notice of the views put forward – No members of the public present.*

17F/066. Review of monthly management accounts (to 30th April 2017) – The committee reviewed the management accounts to the end of April 2017. The committee agreed that the items posted under other fees be moved to the correct codes so that trade waste costs are moved to recreation ground general costs and the Capalc membership is moved to subscriptions. It was also noted that the Year to date column and some of the percentages were not working in the spreadsheet, RFO to rectify. Otherwise the committee were satisfied that this was an accurate record.

17F/067. Review of Bank Reconciliation to the end of April 2017 – Cllr McCarthy and RFO completed a bank reconciliation earlier on in the month (15th May 17) the committee were satisfied with the report given.

17F/068. Consider our Freedom of information policy (adopted March 2013) – The committee reviewed the policy. Resolution that we add £15 + VAT per hour for clerical time. - **RESOLVED**

17F/069. Consider amendment to our Fidelity Cover figure in our risk assessment – It was noted during our internal audit that although our insurance cover for our Fidelity cover is correct the figure recorded in our risk assessment was out of date. Resolution that the figure should match that of the insurance cover and the figure updated from £150,000 to £1,000,000 - **RESOLVED**

17F/070. Consider extensions to our Equal Opportunities Policy – The current policy is out of date. Cllr Morris will work on this and bring a draft to the next FLAC meeting for consideration by the committee.

17F/071. Matters for consideration at the next meeting

- Review of monthly management accounts (to 31st May 17)
- Review of monthly bank reconciliation (to 31st May 17)
- Consider draft of our Equal Opportunities Policy – Cllr Morris
- Consider money laundering issues – Cllr Bolitho

17F/072. Date of next meeting – Tuesday 27th June

17F/073. Close of meeting – 20.08

Signed _____ (Chair) Date _____