

**To: Members of the Finance, Legal and Administration Committee (FLAC)**

You are hereby summoned to attend a Committee meeting  
To be held in the Village Hall, Lambs Lane, Cottenham, Cambridge  
**Thursday 15<sup>th</sup> December 2016 at 7.30pm**

**AGENDA**

The Public and Press are invited to attend

**16F/164. Chairman's Introduction and Apologies**

**16F/165. Any Questions from the Public or Press** – 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 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.*

**16F/166. Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting.

*The disclosure must include the nature of the interest. If you become aware, during 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.*

**16F/167. Minutes** – to resolve that the minutes (circulated to members) of the Committee meeting held on Monday 21st November 2016 be signed as a correct record.

**16F/168. Review of monthly management accounts (to 30<sup>th</sup> November 2016)** – Cllr Young & RFO

**16F/169. Review of monthly bank reconciliation (to 30<sup>th</sup> November 2016)** – Cllr McCarthy & RFO

**16F/170. Consider legal advice regarding outstanding debt owed to Parish Council** – RFO

**16F/171. To review our reserves in relation to commitments, the proposed budget and funding for the Village Hall** – Cllr Morris

**16F/172. To authorise annual invoice payment to Smith and Saunders for web hosting for £80 + VAT (total £96** – RFO

**16F/173. To authorise invoice payment to Melsop Farm for cost of reindeers at the carol concert for £350 + VAT (total £420)** - RFO

**16F/174. Matters for consideration at the next meeting**

- Review of monthly management accounts (to 31<sup>st</sup> December 2016)
- Review of monthly bank reconciliation (to 31<sup>st</sup> December 2016)
- Budget planning

**16F/175. Date of next meeting – Tuesday 3<sup>rd</sup> January (if needed)**

**16F/176. Close of meeting -**



Debbie Seabright – RFO

8<sup>th</sup> December 2016

Right Side Entrance, Community Centre

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