

AGENDA PACK
Finance, Legal and Administration committee
Monday 11th December 17

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

You are hereby summoned to attend a Committee meeting

To be held in the Parish Council Office, 250a High Street, Cottenham on:

Monday 11th December 2017 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

17F/148. Chairman's Introduction and Apologies for absence – *(Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*

17F/149. To accept Declarations of Interest and Dispensations – *i. To receive disclosures of pecuniary and other 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. (NB this does not preclude any later declarations).*

17F/150. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 14th November 2017 be signed as a correct record.

17F/151. 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 to allow other people to also speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of the parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is a policy which must be followed.*

17F/152. Review of monthly management accounts (to 30th November 2017) – Cllr Young & RFO

17F/153. Review of monthly bank reconciliation (to 30th November 2017) – Cllr McCarthy & RFO

17F/154. Budget planning – consider likely income and sources for 2018/19 – RFO

17F/155. Budget planning – Consider likely expenditure across broad revenue headings (e.g Admin, Open Spaces, CALF, Highways, Shared Services, Youth, Pavilion, Village Hall and Play area) in 2018/19 – RFO

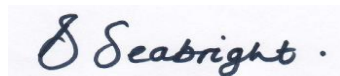
17F/156. Consider grant applications - RFO

17F/157. Matters for consideration at the next meeting

- Review of monthly management accounts (to 31st December 17)
- Review of monthly bank reconciliation (to 31st December 17)
- Consider the implications of the new Data Protection Regulation when enacted

17F/158. Date of next meeting – Tuesday 30th January

17F/159. Close of meeting –



Debbie Seabright – RFO

Right Side Entrance, Community Centre

250a High Street, Cottenham, Cambridge, CB24 8RZ Tel: 07503 328401 Email: focottenhampc@gmail.com

04/12/17

DRAFT MINUTES of FLAC Meeting

Held at the Village Hall, Recreation Ground, Lambs Lane, Cottenham:
On **Tuesday 14th November**

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

17F/134. Chairman's introductions and Apologies - none

17F/135. 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/136. Minutes - Resolution that the minutes from the committee meeting held on Monday 23rd October 2017 are a correct record– **RESOLVED**

17F/137. 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/138. Review of monthly management accounts (to 31st October 2017) The committee were satisfied that the management accounts are an accurate record. RFO to look into why the two football club invoices are not showing on the management accounts spreadsheet.

17F/139. Review of Bank Reconciliation to the end of October 2017 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (8th November 2017). The committee were satisfied with the report given.

17F/140. Budget planning – consider likely income and sources (e.g. Kids Club agreement, Sports Club agreements, Hiring's, etc) for 2018/19 – The committee reviewed our income from the last 7 months and continued to look ahead and consider the possible income in the next financial year.

17F/141. Budget planning – Consider likely expenditure across broad revenue headings (e.g Admin, Open Spaces, CALF, Highways, Shared Services, Youth, Pavilion, Village Hall and Play area) in 2018/19 – The committee looked at our expenditure over the last 7 months and continued to look ahead and consider the budget for expenditure in the next financial year.

17F/142. Consider grant applications – Cottenham United Football club have requested £250 to help with the increase in the annual charge to the club in the last year which will benefit 60 players and help to reduce the subscription costs – the committee recommends that the request is technically compliant with S137 and recommend approval of the grant request to full council where the final decision will be made. Cottenham Brass Band have requested £142 to provide music folders/book bags to 35 members of the band aged between 7 & 16 – the committee considered the grant request and recommended approval of the grant under a S145 (provision of entertainment and support of the arts). Cottenham Mobile Warden Scheme have requested £1500, the scheme benefits 15 residents and 5 associate members – the committee considered the request and

deferred a decision pending further information. FETA (Fen Edge Twinning Association) have requested £800 to support a twinning weekend in Avrille for their 20th anniversary. This will benefit 40-50 people – the committee considered the request and as FETA plan to take a Ceilidh band on this weekend it is technically compliant under S145 (provision of entertainment and support of the arts). These grant requests will be put to a future full council agenda for further consideration.

17F/143. Consider likely capital expenditure and funding – The committee looked at possible capital expenditure and funding in relation to the new Village Hall and Nursery project in the coming financial year.

17F/144. Review IT Policy – The committee considered our current IT Policy. It was raised that unacceptable use might need to be more clearly defined within the policy. The parish council staff are all attending a training day on data protection in December and will feedback how this may affect the policy in January/February 2018.

17F/145. Matters for consideration at the next meeting

- Review of monthly management accounts (to 30th November 17)
- Review of monthly bank reconciliation (to 30th November 17)
- Data Protection Regulations at a future meeting when more information available
- Budget planning
- Grant applications

17F/146. Date of next meeting – Monday 11th December (at the office)

17F/147. Close of meeting – 21.45

Signed _____ (Chair) Date _____

17F/152.

Management accounts sent out separately.

17F/153.

Bank reconciliation (reconciled on the 01/12/17)

Bank reconciliation

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£774,819.54	Cash at Bank (as of the 30 th November 2017)
- £12,093.70	Creditors
+ £2023.73	Debtors
£738,773.57	Net balance on bank reconciliation

+ VAT owed £1861

Minus: £2000 Accruals

+ Salary Control Account £546

Minus: £799 PAYE

Net assets: £738,381.57

Creditors

- AJ King
- Alan Mappedoram
- Atlas Tree Surgery
- British Gas
- BCS
- Dean Minter
- Calor Gas
- Debbie Seabright
- Green and Purple
- Jo Brook
- John Slater
- MH Goals Ltd
- SSE
- Staples
- Travis Perkins

TOTAL £12,093.70

Debtors

- Allotments
 - Cricket Club
 - International Workplace
 - Jamie Harding
 - Jo Brook
 - Thurstons - £244.20 (OVERDUE)
 - Jude Adcock £99
- TOTAL £2023.73**

17F/156.

Grant Applications (summary)

Cottenham Mobile Warden Scheme

Amount requested: £1500

Reason:

To cover running costs for the next year.

Benefits: 15 residents and 5 associate members.