

AGENDA PACK
Finance, Legal and Administration committee
Thursday 27th September 2018

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, Recreation ground, Lambs Land, Cottenham on:
Thursday 27th September 2018

AGENDA

All Parish Council Meetings are open to the Public and Press

18F/289. 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.*

18F/290. 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).*

18F/291 Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 24th July 2018 be signed as a correct record.

18F/292. Public Participation – *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.*

18F/293. Review the Management Accounts for August 2018 – RFO

18F/294. Review of the monthly bank reconciliation (to 31st August 2018) – RFO & Cllr McCarthy

18F/295. Review section 1 of the Risk Register – Cllr Morris

18F/296. To consider drafting a Grant policy for CPC – Clerk & RFO

18F/297. To review our Standing Orders – Clerk & RFO

18F/286. Matters for consideration at the next meeting

18F/287. Date of next meeting –

18F/288. Close of meeting –

 Debbie Seabright .

Debbie Seabright – RFO

Right Side Entrance, Community Centre

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

20/09/18

18F/291.



DRAFT MINUTES of FLAC Meeting

Held at the Village Hall, Lambs Lane, Cottenham:

On Tuesday 24th July 2018

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

18F/270. Chairman's introductions and Apologies – Cllr Bolitho (work) the committee accepted the apologies.

18F/271. 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

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 – Cllr Collinson declared a pecuniary interest for item 18F/284 and left the room for this agenda item.

18F/272. Minutes – Resolution that the minutes from the committee meeting held on Tuesday 26th June 2018 be signed as a correct record – **RESOLVED**

18F/273. Public Participation – *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.

18F/274. Management accounts for June 2018 – The committee requested that the Mobile Goalposts under nominal 8195 be shown to come from the S106 Open Space reserve in the balance sheet. The committee were satisfied that the management accounts (June 2018) are an accurate record.

18F/275. Review of Bank Reconciliation to the end of May 2018 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (18th July 2018). The committee were satisfied that the Bank reconciliation is an accurate record.

18F/276. Consider the annual Insurance quotes for the Parish Council – Our insurance is due for renewal in September 2018. We have obtained two quotes. Zurich who are our current insurers have quoted an annual premium for a 1-year term of £3527.49 and the premium for year 1 if entering a long-term agreement is £3213.91. Came and Company have quoted an annual premium of £4474. The committee considered the quotes. RFO to contact Zurich regarding our plans for the current and new village hall and insurance implications. Resolution to recommend to full council that we renew our insurance with Zurich for one year at a cost of £3527.49 on existing grounds - **RESOLVED**

18F/277. Review the Terms of Reference for the Finance, Legal and Administrative committee – Cllr Morris had reviewed the Terms of Reference. The committee spoke about the scope of our duties and how agenda items might be better managed in terms of staff and councillor time and meeting frequency. Resolution that the meeting frequency be changed to bi-monthly (6 meetings a year) vote taken; 2 for and 4 against – **RESOLUTION FAILS**. A second resolution was proposed that FLAC continues with 11 meetings a year, vote taken; 4 for and 2 against – **RESOLVED**. Following this

there was a further proposal that the committee focuses on strategic items rather than routine monthly items – **RESOLVED**

18F/278. Consider the Parish Council banking arrangements – The committee looked at our current banking arrangements and discussed the balance in each account, the current interest rates and our cover under the FSCS (Financial Services Protection Scheme) this was noted and there are no changes to the current arrangements.

The committee also discussed the possibility of applying for a Multipay card, so that smaller items (currently purchased by the staff and put through as expenses) can be better organised and staff are not expected to pay up front for essential items. It was agreed that the card could be used by the Clerk, RFO and Assistant Clerk. A monthly credit limit of £300 was agreed with no one transaction to exceed £100. Cllr Morris is looking at the amendments required in the Financial Regulations using 6.18 of the 2016 NALC regulations. There is a one-off charge of £50 to set this up and then a regular charge of £4 per month thereafter. Resolution to set up a Multipay card with our current bank for use by council staff with a transaction limit of £100 and a monthly limit of £300 and to amend our Financial regulations to make this possible - **RESOLVED**

18F/279. Review the Subject Access Request template and verification policy – Cllr Smith had drawn up a draft document for consideration by the committee. The committee asked for three amendments. To use 'control sheet' instead of form in the document title, to include a column on the right-hand side so that the person checking the item can initial to say that this has been done and where verification is sought (2 items on page 2) we need a box to record where from. Cllr Smith to make these amendments and send on to RFO.

Cllr Young left at 21.34.

18F/280. Review the Document Retention Policy – Cllr Smith and the RFO had drawn up a draft document for consideration by the committee. The committee asked for some additions to the document. When the document states 'Archive' that we should add where it will be held and again where the document states 'Lodged with Solicitors' that we should include which solicitors. The committee also requested that reports to council, agendas and agenda packs be included in the document. RFO to add these additional items.

18F/281. Review the Model Publication Scheme – The RFO had highlighted amendments on the current document for consideration by the committee – The committee requested that under the Burial grounds and closed churchyards that instead of the word 'owned' it be replaced with 'administered' so that the statement is accurate. It was also agreed to add Contractor agreements and Grant agreements to the document, but only hard copies can be requested. The final change was to amend the charge for printing from 10p per sheet to 20p. RFO to make the above changes to the document.

18F/282. Annual Asset inventory check – We have an asset register which we check each year as a basis for our insurance cover. This check should identify where a sample of fixed assets physically are and that they appear to be in an acceptable condition. To be effective, this check might involve two Councillors checking each asset by taking a dated photograph of the asset with a note of its current location and any cause for concern. To focus attention, this first annual check could exclude the Village Hall, Ladybird buildings, land and any asset valued at less than £1,000. This item needs to be included in the next full council meeting to decide who will carry out these checks.

Resolution that the Parish Council delegates 2 councillors to carry out an inventory of fixed assets valued above £1000 and report back to FLAC/Council – **RESOLVED**

18F/283. Quarterly Risk reviews – We have a Risk Register that categorises risk into a grouped matrix in which we state how we manage risk, day-to-day as users and/or our Officers report /correct issues. The review ensures the system works satisfactorily.

This review should scan the register, focusing on the "Councillor review" column, noting any areas for concern and/or further action. The committee noted that the risk register is divided into 4 sections and it was agreed that each quarter we would review a section.

18F/284. CPS grant – Under Council resolution 16/263 in December 2016 we made a grant of £5,000 to Cottenham Primary School’s PTCA as a specific contribution towards the cost of providing a cover on their swimming pool; the money was to be drawn from our s.106 Open Space reserve. We have recently been advised that the PTCA project no longer has the priority it did and there is no certainty as to when or if the project might be started. We are now exposed under our indemnity to SCDC since the developer who provided the funds has the right to reclaim with interest any money not properly spent within ten years of the s.106 agreement for Racecourse View. We have recently received a letter from the PTCA explaining the lowering of their priority for this project with no certainty as to if or when it may start; the letter includes an offer to repay the grant on our request. As we can use the money properly within the 10 years and they cannot be certain to do so the committee felt that the money should be returned to the parish council.

Resolution for the RFO to accept the PTCA offer to repay the grant of £5,000 made towards funding of a swimming pool cover at CPS, waiving any interest that may be due, so the funds can be applied properly within the s.106 indemnity time limits - **RESOLVED**

Resolution for RFO to apply our formal time-limited offer/ claim process on all further grants above £1,000 - **RESOLVED**

18F/285. Authorise and pay Arboricultural Consultants Ltd 3618.60 (including VAT) for tree inspection and Picus Tomograph (invoice 072-19) - Resolution to authorise and pay this invoice - **RESOLVED**

18F/286. Matters for consideration at the next meeting.

- Review of monthly management accounts
- Review of monthly bank reconciliation
- Delegations of supervision for the Village Hall and Nursery projects
- Risk review of section one of our risk register

18F/268. Date of next meeting – Thursday 27th September 2018

18F/269. Close of meeting – 22.00

Signed _____ (Chair) Date _____

18F/293.

Management accounts for August 2018 sent out separately.

18F/294.

Bank reconciliation

Reconciled on 10th September 2018 by RFO and Cllr McCarthy

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

In summary:

£735,928.58	Cash at Bank (as of the 31 st August 2018)
- £14,952.22	Creditors
+ £657	Debtors
£721,633.36	Net balance on bank reconciliation

+ VAT owed £6489

Minus: £80,642 Accruals

+ used on land purchase £10,441

+ used for Community Centre grant £13,000

+ Duplicate payment £1130

Minus PAYE: £844.62

Net assets: £671,206.74

Creditors

- AJ King - £3800 (15/08/18)
- Aquarius - £660 (20/08/18)
- Atlas Tree Surgery- £780 (06/08/18)
- Bridgeman maintenance - £460 (18/08/18)
- BCS - £56.76 (31/07/18)
- Collier Turf - £1032.22 (13/08/18)
- Community Heartbeat - £1937 (27/08/18)
- CSA - £123.55 (22/08/18)
- RFO - £10.37 (Expenses) (01/08/18)
- DRE Pest control - £72 (05/08/18)
- FLP Outdoor Solutions - £1030.93 (09/08/18)
- Glasdon UK - £1114.15 (11/08/18)
- Greenlight environmental consultancy - £684 (18/06/18) invoiced received late.
- PHS Group - £90.30 (24/08/18)
- SSE - £2776.94 (22/08/18)
- Wilby and Burnett - £324 (29/08/18)

(all of the above invoices have now been paid)

TOTAL £14,952.22

Debtors

- Cottenham Community Land Trust - £270 (invoice 18/12/17 and 23/07/18)
- Aerobics instructor - £96 (Invoice 31/07/18)
- Village Hall Hire - £60 (07/08/18)
- Village Hall Hire - £90 (Invoice 15/08/18)
- Overpower fitness - £140 (invoice 30/06/18 and 31/08/18)

TOTAL £657

18F/295 Review section 1 of the Risk Register – copy of risk register sent out separately

18F/297 To review our Standing Orders – annotated document sent out separately