

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Thursday 28<sup>th</sup> April 2015**

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

You are hereby summoned to attend a Committee meeting

To be held at the Village Hall, Cottenham on

**Tuesday 28<sup>th</sup> April 2014 at 7.15pm**

**AGENDA**

The Public and Press are invited to attend

**15F/071. Chairman's Introduction and Apologies**

**15F/072. 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 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.*

**15F/073. 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 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.*

**15F/074. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Thursday 26<sup>th</sup> March be signed as a correct record.**

**15F/075. Update on the Changing rooms project – Cllr Morris & Mudd**

**15F/076. To authorise the Durman Stearn Invoice payment – Cllr Morris**

**15F/077. Update on the Skate park project – Cllr Morris**

**15F/078. Review of monthly Management accounts – Cllr Young**

**15F/079. Review of monthly Bank reconciliation – Cllr Morris**

**15F/080. Review current Direct Debits and Standing Orders – Cllr Morris**

**15F/081. Review of Accounts for the year ended 31<sup>st</sup> March 2015 – Cllr Morris and RFO**

**15F/082. Annual report from the FLAC committee for the Annual meeting – Cllr Young**

**15F/083. Review the Town Ground rent – Cllr Mudd**

**15F/084. Local government transparency code – Cllr Morris**

**15F/085. Parish Council equipment for Auction – RFO**

**15F/086. Council to consider paying to keep street lamps lit at night – Cllr Bolitho**

**15F/087. Consider the purchase of new Laptops for the clerk and RFO up to the budgeted amount of £2000 – Clerk/RFO**

**15F/088. Consider the purchase of a new printer for the office – Clerk & RFO**

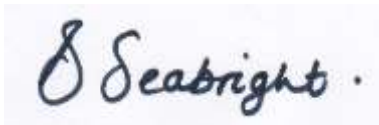
**15F/089. Consider that FLAC recommends to Council that at least a majority of serving parish councillors become Trustees of the King Georges Field Cottenham Charity – Cllr Morris**

**15F/090. Exclusion of public - To exclude the public from the meeting because of the confidential nature of the business to be discussed.**

- 15F/091. Consider tendering arrangement for caretaking and cleaning of recreation ground buildings – Cllr Morris and Mudd**
- 15F/092. Matters for consideration at the next meeting -**
- 15F/093. Date of next meeting –**
- 15F/094. Close of meeting**

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22<sup>th</sup> April 2015



*Debbie Seabright .*

**15F/074**

**DRAFT MINUTES**  
**Cottenham Parish Council**  
**Finance, Legal and Administration Committee Minutes**

Held in the Parish Council Office, 250A High Street, Cottenham  
On **Thursday 26<sup>th</sup> March 2015**

**Present:** Cllrs: Young, Bolitho, Morris, Leeks, Heydon, RFO

**15F/052. Chairman's introductions and Apologies** – Cllr Mudd

**15F/053. Standing orders to be suspended- Any Questions from the Public or Press** – No public present

**15F/054. Standing Orders re-instated- Declarations of interest** – To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting –Cllr Bolitho has declared a non-pecuniary interest as treasurer of the Royal British Legion for the discussion around potential office space.

**15F/055. Minutes** – Amendment to item 15F/033 with the removal of “to the council’s satisfaction”. With this amendment the minutes from the committee meeting held on the Thursday 26<sup>th</sup> February 2015 are a correct record - **RESOLVED**

**15F/056. Update on the Changing rooms project** – Cllr Morris reported that Durman Stearn are slightly ahead of schedule (by a day or two), the work is due to be completed by April 6<sup>th</sup>. The work is being signed off by Trevor Vincent (surveyor) from Wilby and Burnett at a monthly meeting, where all parties are present and chaired by our architect. Murfitts will soon be engaged for the second stage of the project.

**15F/057. Durman Stearn invoice payment** – Resolution that the Durman Stearn cheque is signed to pay the invoice no 6568 dated 4<sup>th</sup> March for £81,105.18 (Cllr Mudd arrived at 19.27pm)- **RESOLVED 15F/058.**

**Update on the Skate Park project** – Cllr Morris reported that we have ordered works from UK Power Networks to reroute the cables. Wheel Scape is due to start in 2 weeks' time.

**15F/069. Insurance reassessments-** Cllr Mudd has completed his summary of our current situation regarding sums insured for buildings/ property. Cllr Mudd and Morris will continue the process of reviewing these figures and possibly consider a formal rebuild valuation of the buildings Cllr Mudd and Morris will present this at the May FLAC meeting. Cllr Mudd has started the process of looking at alternative insurers for comparison insurance prices.

**15F/060. Management accounts** – All the councillors were satisfied with the monthly finance spread sheet. To be placed on the full council meeting for dissemination and discussion (Cllr Leeks left the meeting at 19.50)

**15F/061. Bank reconciliation** – Cllr Morris and RFO completed a bank reconciliation on the 25<sup>th</sup> March 2015, to be presented at the next full council meeting.

**15F/062. Review of high electricity bill** – The RFO spoke to with Southern electric as the council had received an estimated bill for the recreation ground for £3698.64. A meter reading was taken and the bill was reprocessed at £1764.72 which is a saving of over £300 on the same period last year.

**15F/063. PHS payment** – RFO has recommended that this is paid by Direct Debit to avoid future admin costs. RFO to find out the contract and payment details to be discussed at the next committee meeting

**15F/064. Internal and external audit preparation-** We have now received the paperwork from PKF Littlejohn regarding our external audit and we have now appointed our internal auditor from Heelis and Lodge.

**15F/065. Exclusion of public**

**15F/066. Sale of equipment to the Groundsman** – A list of equipment and agreement has been drawn up by the RFO and needs to be signed by the Groundsman. RFO to contact clerk regarding items destined for auction and where in the process we are with this.

**15F/067. Office space for the Parish Council** – Communication with the community centre regarding the issues around the non-exclusive use of the office space have continued, the community centre may want to use the office space more actively in the new license period and would retain keys. Issues of confidentiality need to be considered in regards to our paperwork. The purchase of additional secure storage and a key box in the office deemed necessary. Cllr Mudd will check with clerk whether we have keys to lock the current filing cabinets. Sound proofing of the office needs further chasing. A smoke alarm is located in the

office however there is no fire extinguisher in the office or nearby. A three year License period has been offered, the community centre has agreed to six monthly upfront payments of rent and a six month break clause. Discussed and agreed to take legal advice in respect of the proposed license agreement. Resolution as empowered by the full council proposes that the Parish Council enter into a license agreement for a 3 year period in respect of accommodation at Cottenham Community Centre. This is subject to the provision of appropriate fire safety equipment being available and a commitment by the Community Centre to provide soundproofing in respect of the door adjoining the hall - **RESOLVED**

**15F/048. Matters for consideration at the next meeting –**

- Changing room's project
- Skate Park project
- Review of management accounts (standard item)
- Bank reconciliation (standard item)
- Annual report from the FLAC committee for the AGM for 5<sup>th</sup> May
- Insurance reassessments – for May FLAC agenda
- Town Ground rent
- Local government transparency code
- PHS contract
- Auctioned equipment

**15F/049. Date of next meeting – Thursday 28<sup>th</sup> April**

**15F/050. Close of meeting – 20.40**

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

**15F/056 Changing Rooms** – To receive an update on the project - Cllrs Morris & Mudd

- Phase 1 by Durman Stearn essentially complete
- C J Murfitt took over the site post-Easter as Phase 2 began
- Some Phase 1 work deferred to minimise conflict with SkatePark construction
- Second monthly cycle of grant claims cycle in hand
- UK Power Networks engaged by CPC directly to install mains power cable (approx. £4K)
- Reconciliation of on-site water-metering in hand
- Options to finish off access road (turning circle, width/finish) being evaluated
- Significant progress on external walls and internal blockwork now visible
- Shopping list of “19 room final fit” items / budget being prepared
  - Cupboards
  - Loose furniture
  - Blinds
  - Fire extinguishers / blankets
  - Cooker / dishwasher
  - Shelving
  - Coat hooks
  - Soap dispensers
  - Paper holders
  - Mirrors
  - Whiteboards
  - Notice boards
- On track for completion towards end of August

**15F/058 Skatepark** – To receive an update on the project - Cllrs Morris/Berenger/Collier

- Wheelscape began work on 9<sup>th</sup> April
- Ground conditions seem to obviate need for track matting
- Final call put out for existing kit
- 50% of WREN grant claimed and paid; 90% of SCDC grant will now be claimed
- Early stages of excavation should be visible to spectators on 21<sup>st</sup> April
- Some site safety and attendance issues being resolved
- Completion expected by 12<sup>th</sup> June

**15F/06 Bank Reconciliation**

The Bank statements up to 31<sup>st</sup> March have been checked against the relevant Sage account, showing balances of

Lloyds account 07094794      £501,154.18

Lloyds account 00211132      (£92,711.59) in issued/unpresented cheques 003650-57, 003659-68, 003671-72

Lloyds account 00211132      £0.00 with 9 unissued/unsigned cheques 003649, 003669-70, 003673-78

Lloyds account 06100642      £3,682.86

Cambridgeshire Building Society £103,835.23

Total cash at bank and in hand    **£515,960.68** as per Sage accounts and draft EOY Accounts

NB No apparent anomalies noted but to date cheques with date of signature not date of preparation

£VAT monthly claims and refunds appear to be working correctly

**15F/087**      **Review of DDs and SOs**

Seven direct debit authorisations are in order:

TalkMobile

Public Works Loan Board

Southern Electric Quarterly Recreation Ground

Southern Electric Quarterly Recreation Ground

Cambridge Water s(Bowls Club)

Cambridge Water (Recreation Ground)

Cambridge Water (War Memorial)

Calor (LPG for NCR authorised but not yet used)

**15F/084**      **Local Government Transparency Code**

We are fairly compliant already but there are some specific areas that need a bit more attention during 2015:

- Quarterly/monthly published list of expense items above £500/£250
  - including date, beneficiary, purpose, amount, category
- Qrtly/monthly published list/ContractsFinder placement of tender requests / contracts above £5000/£500
  - including reference, title, purpose, dates etc
- Annual/monthly published list of building and land assets,
  - including area
- Annual/monthly published list of s137, s145 etc grants
  - including date, beneficiary, purpose, amount, etc
- Annual published list of controlled parking spaces
- Annual publication of organisation chart
- Annual publication of constitution – SOs, FRs, ToRs etc



**15F/085**            **Parish council equipment for Auction**

The clerk is in the process of organising this. There are two options:

- a) to transport the items to the auction house to be sold
- b) to sell them online – this is still through the auction house

The clerk is looking into the second option as it may reduce the cost re transportation to the Parish council

**15F/089**            **King George's Field Cottenham Charity**

“consider that FLAC recommends to Council that at least a majority of the Trustees of the King George's Field Cottenham Charity are serving Councillors”

Cottenham Parish Council manages, on the Charity's behalf, two areas of the recreation ground (first field excluding the site of the LB and VH buildings, and the quarter of the second field nearest the New Changing Rooms) that are dedicated to the charitable purposes “SUPPORTING SPORTING ACTIVITIES AND PLAY FACILITIES”.

In the past, all Councillors have also been Trustees of the Charity which currently has no registered income or expenditure. At present, only five current Councillors remain as Trustees. To avoid a future conflict of interest, especially now we are building the New Changing Rooms on the dedicated land, it may be prudent to make all, or at least a majority of, Councillors also Trustees.