

AGENDA PACK
Finance, Legal and Administration committee
Thursday 28th September 2017

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

Thursday 28th September 2017 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

17F/098. 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/099. 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/100. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Monday 24th July 2017 be signed as a correct record.

17F/101. 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/102. Review of monthly management accounts (to 31st August 2017) – Cllr Young & RFO

17F/103. Review of monthly bank reconciliation (to 31st August 2017) – Cllr McCarthy & RFO

17F/104. Review of security of moveable equipment owned by the Parish Council- Cllr Bolitho

17F/105. Review general balance of spending across main sections – Cllr Morris

17F/106. Budget – capital – probable future S.106 receipts – Cllr Morris

17F/107. Budget planning – consider income in the next financial year – RFO

17F/108. Consider overall level of Groundsman contract from Dec 2017 – Cllr Morris

17F/109. Review the Acceptable use of IT policy – Cllr Bolitho

17F/110. Authorise and pay Invoice 3353 (A Mappedorum) dated 18/09/17 for fitting and wiring of cabinet on the green for £1148.19 + VAT (total £1377.83) – RFO

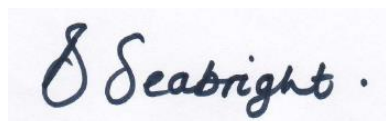
17F/111. Authorise and sign cheque for £275 + VAT (total £330) to Cambridgeshire County Council for Highways & Transport pre-application advice - RFO

17F/112. Matters for consideration at the next meeting

- Review of monthly management accounts (to 30th September 17)
- Review of monthly bank reconciliation (to 30th September 17)
- Consider the implications of the new Data Protection Regulation when enacted

17F/113. Date of next meeting – Monday 23rd October

17F/114. Close of meeting –



Debbie Seabright – RFO

21/09/17

Right Side Entrance, Community Centre

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

DRAFT MINUTES of FLAC Meeting

Held at the Parish Council Office, 250a High Street, Cottenham, Cambridge
On **Monday 24th July at 7.30pm**

Present: Cllrs: Bolitho (Acting Chairperson), Collinson, McCarthy (arrived at 19.39), Morris (arrived at 19.40), Wilson, RFO

17F/087. Chairman's introductions and Apologies – Cllr Young (Personal)

17F/088. 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/089. Minutes - Resolution that the minutes from the committee meeting held on Tuesday 27th June 2017 are a correct record– **RESOLVED**

17F/090. 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/091. Review of monthly management accounts (to 30th June 2017) – The committee discussed monies spent in the play area but that there is not a specific budget for this. The committee agreed to put this as an agenda item at the next full council meeting advising that we transfer £1000 from the CALF budget of £30,000 to the Play Area to cover these expenses. Resolution that the committee were satisfied that the management accounts are an accurate record - **RESOLVED**

17F/092. Review of Bank Reconciliation to the end of June 2017 – Cllr McCarthy and RFO completed a bank reconciliation earlier on in the month (10th July 2017). It was suggested by the committee that we highlight those debtors who are 3 months or more late paying an invoice so further action can be taken. Resolution that the committee were satisfied with the report given - **RESOLVED**

17F/093. Consider the implications of the new Data Protection Regulations when enacted – The RFO had found some information online which details how the new regulations will affect the parish council and these were briefly discussed by the committee. The clerk, assistant clerk and RFO are planning to take part in a webinar run by SLCC which will give us more information on the steps that we need to take. This will then be fed back to the committee for further action.

17F/094. Consider the use of sandboxing computers as a new way to counter hacking attacks – Cllr Bolitho spoke about the potential benefits of sandboxing. The committee felt that we currently have good safeguards in place regarding our computers but agreed to review the acceptable use of IT policy at the next meeting.

17F/095. Matters for consideration at the next meeting

- Review the Acceptable use of IT policy
- Review of monthly management accounts (to 31st August 17)
- Review of monthly bank reconciliation (to 31st August 17)
- Data Protection Regulations

17F/096. Date of next meeting – Thursday 28th September 2017

17F/097. Close of meeting – 20.26

Signed _____ (Chair) Date _____

17F/102.

Management accounts sent out separately.

17F/103.

Bank reconciliation (reconciled on xxxxx 2017)

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

In summary:

£667,860.30	Cash at Bank (as of the 31 th August 2017)
- £29,533.54	Creditors
+ £1631.90	Debtors
£639,958.66	Net balance on bank reconciliation

+ VAT owed £5144

Minus: £2000 Accruals

+ Salary Control Account £546

Minus: £742 PAYE

Net assets: £642.906.66

Creditors

- AJ King £3043.48
- Alliance Ltd £12,000
- Aquarius Liquid Engineering £288
- Beacon Planning £904.68
- BCS £67.20
- Collier Turf Care Ltd £31.80
- Connections Bus Project £2964

- CSA £44.93
- Debbie Seabright £9.97
- Eastern Landscapes £468
- Essex Chambers £6000
- Green and Purple £60
- Jo Brook £48
- PHS Group £88.08
- Sam McManners £4
- SLCC £153.60
- Zurich £3357.80

TOTAL £29,533.54

Debtors

- Cambridge Kids Club £1048.70
 - Cottenham Day Centre £180
 - Jane Williams – £41.40
 - Thurstons - £244.20 (OVERDUE)
 - William Prideaux- Brune £117.60
- **TOTAL £1631.90**

17F/105.

We currently budget:

- **£65,000 on Administration**
- **£45,000 on maintenance of Open Spaces (from War Memorial, Moat to Rec)**
- **£35,000 on CALF projects (from Medical Centre to drainage, tree belt and WARG)**
- **£34,000 on Highways & Pavements (from signage to improvements)**
- **£22,000 on Shared Services (mostly utilities)**
- **£14,000 on Youth provision**
- **£10,000 on Sports Pavilion (cleaning, maintenance and utilities)**
- **£8,000 on the Village Hall (cleaning and maintenance)**
- **£6,000 on the Play Area (refurbishment and safety)**

Is the balance about right- or not?

17F/106.

Likely amounts and milestones:

- **Bellway**
- **Gladman**
- **Persimmon**

