

# **AGENDA PACK**

**Finance, Legal and Administration committee  
Thursday 29<sup>th</sup> January 2015**

**15F/004.**

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

Held in the Village Hall, Lambs Lane, Cottenham  
On **Tuesday 6<sup>th</sup> January 2015**

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

**In attendance:** 2 members of the public

**14F/093. Chairman's introductions and Apologies** – Cllrs Beckford (illness) and Mudd (illness).

**14F/094. Standing orders to be suspended- Any Questions from the Public or Press** – Cllr Collier (attending as a member of the public) asked for further youth provision, as detailed at the December full Council meeting, to be taken into consideration for the 2015/16 budget.

**14F/095. 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 – None

**14F/096. Minutes** – Minutes from the committee meeting held on the Tuesday 25<sup>th</sup> are a correct record – **RESOLVED**

**14F/097. Changing rooms project update** – Cllr Morris feedback that discussions with contractors had been held and completed. Grant suppliers have been contacted and the grants totalling £390,000 are secure. Contracts have been signed with two contractors for £590,000. Accounting systems are almost complete and the process for initiating registering for VAT has begun. Some provisional work on the recreation ground has been done and the building work is due to start soon.

**14F/098. Consider the breakdown of the running costs of the new changing rooms** - Figures are in the draft budget.

**14F/099. Consider the organisation and funding of an opening ceremony for the new changing rooms** – Our funding sources are expecting the Parish Council to plan an opening ceremony for the new changing rooms. We need to consider the scale and organisation of this. Item for discussion at the full council meeting in February.

**14F/100. Skate park project update** – Cllr Morris feedback that the Parish Council has had confirmation from WREN that they are offering a £45000 grant towards the cost of the skate park. The Parish Council has advertised for expressions of interest for a contract administrator for the project. Wheelscape are still keen to design and build the skate park and are due to come back to us with timescales and finalised costs. The tender report will then be completed by Cllr Morris.

**14F/101. Sports and Social club agreement update** – Cllrs Mudd and Morris met with Andy Ward to discuss the Sports and Social club agreement. As part of this discussion the role of the cleaner/Handyman for the village hall was discussed. This discussion needs to be documented and taken back to the Sports and Social Club and the village hall cleaner then presented to council. As part of the agreement there is a need to consider insurance liability.

**14F/102. Office space for the Parish Council** – Following the last full council meeting in December, Cllrs Mudd and Young have been trying to get in contact with the community centre for follow up discussions. They are hoping to arrange this meeting in the next fortnight. The outcome of this meeting will be presented at the next council meeting. Cllr Morris has said that he is happy to attend the meeting if required.

**14F/103. Donation request from Open Spaces Society** – Considered by the committee and declined as no specific local element mentioned in the application letter. To be included in full council meeting agenda for final decision. Resolution to consider donation request from Open Spaces Society. **RESOLUTION FAILS.**

**14F/104. Donation request from Cottenham Primary School** - Considered by the committee and declined since one application from the school has already been put forward. Cllr Leeks suggested an

application to the Fen Edge Community Association might be an option for the school. Resolution to consider donation request from CPS. **RESOLUTION FAILS.**

To be included in full council meeting agenda for final decision.

**14F/105. Donation request from Over Day Centre** – Having looked at the application letter it was decided that we can't consider the donation request until we know how many people from Cottenham use the day centre and the specialist support that the day centre offers. The RFO to contact them for this information and to feedback at the full council meeting.

**14F/106 Consider the viring of historic reserves** – Cllr Morris outlined the rationale for this process. Resolution that the Finance, Legal and Administration committee recommend that historic reserves are simplified/tidied for 2015-2016 onwards and that there is an annual review of budget allocations that have been carried over into reserves. To be taken for consideration by the full council in January – **RESOLVED.**

Three pots for next year: £100,000 general reserves and the other £333,000 to be moved into a capital funds for the changing rooms and the skate park. 50-60k reserve fund.

**14F/107. Consider the purchase of display boards/Shredder/Laminator** – The Clerk feedback that the current shredder is not adequate; the cost to replace this would not exceed £200+VAT – Recommended by FLAC to take to full council

A laminator would cost between £30-£50+VAT – Recommended by FLAC to take to full council

Exhibition boards for use by the Parish Council are priced at £83 +VAT (for a 3 panel display header and carry bag) - Recommended by FLAC to take to full council

Resolution to recommend the purchase of these items to full council – **RESOLVED**

**14F/108. Consider increasing the budget for training** – Training needs to be undertaken by all chairpersons of all committees at a cost of £70 per person in addition the budget needs to take into account extra training for potential new counsellors and the purchase of books/resources. The draft budget allocation for training has now taken these items into account.

**14F/109. Continue with the budgeting process for 2015-16** – The draft budget was reviewed and minor amends made to youth provision, training and donations 'pot'. Resolution for Finance, Legal and Administrative committee to recommend an expense budget for 2015/16 of £239,314 for approval at the January full council meeting and take this into account when setting the precept – **RESOLVED**

**14F/110. Matters for consideration at the next meeting** – Update on the Changing rooms project, Update on the Skate park Project, Safe storage of cleaning materials at Village hall, Risk assessment review, Sale of equipment to Groundsman, Reconsider Over day centre grant application with additional information, Review of management accounts, Sports and Social club agreement.

**14F/111. Date of next meeting** – Thursday 29<sup>th</sup> January. Dates of subsequent meetings also agreed Thursday 26<sup>th</sup> Feb, Thursday 26<sup>th</sup> March, Thursday 30<sup>th</sup> April

**14F/112. Close of meeting** – 21.40

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

**15F/006**

**Update on the Changing rooms project – Cllr Morris and Mudd**

Further to recent report to Council:

- “All-party” meeting held successfully on January 16th
  - Durman Stearn site possession commences on February 2<sup>nd</sup>
  - Handover to C J Murfitt expected around April 6<sup>th</sup>
  - Material completion expected within August allowing a few final weeks of fitting out.
- Actual expected cash flows and management being analysed with RFO and accountants

**15F/007**

**Update on the Skate park project – Cllr Morris**

- Contract Administrator appointed
- “All-party” meeting held successfully on January 19<sup>th</sup>; site issues being checked
- Awaiting WREN sign-off of Project Pathway and Tender report etc

**15F/008.**

**Risk assessment review – Cllrs Morris, Mudd, Bolitho**

Is the 7<sup>th</sup> January draft Risk Assessment & Management Review (forwarded separately) fit for purpose in light of recent concerns or do specific changes need to be made before submission for ratification by Council?

**Sample form  
15F/010.**

COTTENHAM PARISH COUNCIL

Application for Grant for Voluntary Organisations  
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
5.	For what purpose or project is the grant requested?	
6.	What will be the total cost of the above project?	£

7.	If the total cost of the project is more than the grant, how will the residue be financed?	
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

### **15F/011.**

#### **Sports and social club agreement – Cllr Mudd and Morris**

Current agreement, which expires in March 2015 be updated by a supplemental agreement to include address changes etc specific elements of services as follows:

- CUS&SC is a major business user as a result of payments for leased exclusive right to use designated parts of the premises as a licensed club and non-exclusive use of the kitchen and toilets for 25 hours per week in exchange for certain\* business and security services and an annual all-inclusive fee of £L +VAT.

This update would be complemented by two simpler agreements to reflect services provided to CPC by CUS&SC

- Hall / Site Security – CUS&SC (Nick or Andy) open/secure daily in exchange for £M pa
- Legionella weekly temperature check – CUS&SC/Andy to log for £N pa

### **15F/014.**

#### **Asset register/Liability register – Cllr Morris**

The current Asset Register is known to be out of date and needs modification to account for thefts, recent sales and inclusion of longer-term liabilities incurred under s106 and similar agreements.

Proposal here is some form of delegated action to complete this activity within this financial year.

### **15F/015.**

#### **Annual review of the financial regulations – Cllr Morris**

As updated FRs were only recently adopted by Council, our focus might be on the fitness for purpose of FR16.1:

“Voluntary Bodies that seek funding must complete the appropriate application form within the published process and timescales and provide a timely report on outcomes”

### **15F/016.**

#### **Annual review of Standing Orders document – Cllr Morris**

Aim is to amend SOs to:

- remove inconsistencies with Committee Terms of Reference and recently-adopted FRs,
- simplify Standing Orders applying to Committees and Working Groups

Proposal here is to delegate a WG to circulate a draft document for consideration at next FLAC

**15F/017.**

## **Review Terms of Reference document – Cllr Morris**

Two issues are known:

### **1 Membership**

We recently discovered that our original wording of “ex-officio” membership of a Committee is incorrect as “ex-officio” Committee members have all the same rights as any other member; the exception being that the Chair or Vice Chair attending “ex-officio” do not have to Chair a Committee meeting they attend.

**A common misconception is that the participatory rights of ex officio members are limited by their status. This is incorrect, although their rights may be indeed limited by the by-laws of a particular body. Robert's Rules of Order, Newly Revised (10th ed.), clarifies that the term denotes only how one becomes a member of a group, not what one's rights are. It is a method of sitting on a committee, not a class of membership (466-67).[1] Frequently, ex officio members will abstain from voting, but unless by-laws constrain their rights, they are afforded the same rights as other members, including debate, making formal motions, and voting (466-67; 480).[2]**

A simple amendment is proposed:

- a) Membership is 5 members of the Parish Council + Ex Officio
- b) Membership is 7 members of the Parish Council (including “ex-officio”)

### **7 Delegation of powers**

Our Terms of Reference include:

“The Clerk may spend on any matter (in accordance with the Financial Regulations) deemed as an emergency, up to £5000 in any one quarter and report back to the Parish Council at its next meeting.”

Item 4.5 of the Council’s recently-adopted revised Financial Regulations have restricted this authority:

“In cases of extreme urgency, the clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out.

Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£3,000]

The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.”

There are two suggested amendments:

1. The Committee has no delegated financial powers, OR

2. FLAC has a delegated budget covering specific budget lines within “Expenses – General” section under the same “limit of 10% of any Council-delegated budget line per quarter” as recently approved for CALF.

If agreed, these amendments and any others approved by this Committee will be put to the next Council meeting as a FLAC recommendation for ratification.

### **15F/018.**

#### **Premature repayment of Ladybirds loan – Cllr Morris**

We recently discovered that interest rate on our Public Works Loan on the LadyBirds building is 8.125% p.a. The loan still has six or seven years to run and we are fully reimbursed for repayments of both interest and capital and the agreement is that LadyBirds would continue to pay a similar (or indexed?) sum to us as rent after the loan is fully repaid.

Current PWLB interest rates are less than 4% p.a. and there is a possibility, albeit with a penalty, to refinance the loan. Possible saving is up to £1,500 p.a. depending on the size of the interest penalty and any arrangement fees.

Further investigation is recommended.