

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 23rd February 2016

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 lane, Cottenham

Tuesday 23rd February 2016 at 7.30pm

AGENDA

The Public and Press are invited to attend

16F/028. Chairman's Introduction and Apologies

16F/029. 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.

16F/030. 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.

16F/031. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 26th January be signed as a correct record.

16F/032. Review of monthly management accounts (to 31st January 2016) – Cllr Young & RFO

16F/033. Review of monthly bank reconciliation (to 31st January 2016) – Cllr McCarthy & RFO

16F/034. Consider savings accounts for the Parish council – RFO

16F/035. Consider Audit arrangements for the Parish Council – RFO

16F/036. Update on Office move to Royal British Legion – Cllr Morris

16F/037. Risk assessment of unintentional virus- sharing through file sharing, into, out of, and within, the

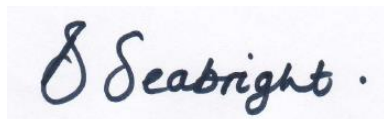
parish council, through document files shared as MS Word, XLS, and PDF formats – Cllr

Heydon

16F/038. Matters for consideration at the next meeting

16F/039. Date of next meeting –

16F/040. Close of meeting



Debbie Seabright – RFO

18th February 2016

16F/031.

DRAFT MINUTES of FLAC Meeting

Held in the Parish Council Office, High Street Cottenham
On **Tuesday 26thth January 2016**

Present: Cllrs: Bolitho, McCarthy, Morris, Young, RFO (Debbie Seabright)

16F/013. Chairman's introductions and Apologies – Cllr Mudd

16F/014. Standing orders to be suspended- Any Questions from the Public or Press – Standing orders to be suspended

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16F/015. 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

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16F/016. Minutes – Resolution that minutes from the committee meeting held on the Tuesday 5th January are a correct record – **RESOLVED**

16F/017. Review of monthly management accounts (to 31st December) – The committee reviewed the management accounts to 31st December 2015 to the committees' satisfaction.

16F/018. Review of monthly bank reconciliation (to 31st December) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st December 2015), the committee accepted the report given by RFO and report from Cllr McCarthy.

16F/019. Feedback and update on banking arrangements – Unity Bank application is in process, Nationwide Building Society no longer have the savings account that we had previously agreed to apply for. RFO will look at alternative savings accounts and present to next committee meeting.

16F/020. Consider costings for police support, running of library, school crossings and road maintenance – Cllr Bolitho spoke about how we might consider taking on more responsibility for certain public services in the future. We need to look at whether we can gain "a general power of competence" status to enable us to look at this more closely. To add this as an item for the full council meeting in April.

16F/021. Review process of reviewing and signing cheques, especially in Council Meetings – To introduce a brief break after the approval of the payments in full council meetings to allow due diligence with the signing of cheques

16F/022. Review Risk assessment document – Some changes in September 2015 surrounding a review of our assets in relation to our insurance. Also updated to include the Pavilion building. Resolution for this document to go to a full council meeting in February - **RESOLVED**

16F/023. Review Financial regulations document – Changes in Section 16 in relation to administration of grants which was approved by full council in October 15. Plan is to review the document once we have started our new banking arrangements.

16F/024. Review Standing orders document – The committee looked at the document there was no proposed changes – Resolution to place this item on the February council meeting - **RESOLVED**

16F/025. Matters for consideration at the next meeting

Management accounts to 31st Jan 16 – Cllr Young

Bank reconciliation to 31st Jan 16 – Cllr McCarthy/RFO

Consider how we would use S106 monies – Cllr Bolitho

Consider our audit arrangements/preparation for this year - RFO

16F/011. Date of next meeting – Tuesday 23rd February

16F/012. Close of meeting – 20.10

Signed _____ (Chair) Date _____

16F/033. Bank reconciliation (to the end January 2016)

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

In summary:

£568837.81	Cash at Bank
-£38341.15	creditors
+ 6435.60	Debtors
£536932.26	Net balance on bank reconciliation

For management accounts

VAT owed £11400

Minus £262.76 PAYE

Minus £ 1412 Salary control acc

NET ASSETS £546657.50

Creditors consist of:

£22,500 grants received prior to the end of the year

£9078 historical grant

Remaining £6763.15 are:

- AJ King
- A Mappledorum
- Aquarius
- BC Group
- Browns of Burwell
- Cambridge Cricket
- Cromwell Fire
- CSA
- RFO expenses
- Green and Purple Ltd
- Nick West
- Travis Perkins

Debtors consist of: £6435.50

- Ladybirds recouped utility costs
- Cottenham Sports and Social club
- Cottenham Day centre
- Buggy bootcamp
- Jane William
- Kids only

16F/034. Savings accounts for Cottenham Parish Council

Having rang several banks and building societies the following two options are the best in terms of meeting our signatory arrangements, being able to offer us an account with the best interest rates possible:

Scottish Widows –

- **Clubs and associations deposit account-** instant access
0.4% interest

Telephone or postal banking

Can do signatory arrangements

Norwich and Peterborough –

- **Business extra account (under clubs and associations)**
0.50%

No notice period

Easy access account

Branch or postal account

Can do signatory arrangements

Are sending application form

Phone no : 03453002511

16F/035. Audit arrangements for the Parish council

- Internal audit - arranged for Tuesday 10th May at 10am with Heelis and Lodge
- External audit – Awaiting paperwork from Littlejohn which will arrive in the next 4 weeks which explains the process for this year.

16F/036. Update on proposed move to Royal British Legion (RBL)

For some time we have been assessing the financial viability of a temporary move to the RBL premises. Before Christmas, we understood there was scope to move our office and meeting operations there. Our negotiated proposal was, after review, not acceptable to the RBL Trustees. There is no scope to pursue this further.

