

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 29th September 2015

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 on

Tuesday 29th September 2015 at 7.15pm

AGENDA

The Public and Press are invited to attend

15F/161. Chairman's Introduction and Apologies

15F/162. 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/163. 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/164. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 28th July be signed as a correct record.

15F/165. Update on the Changing rooms project – Cllr Morris & Mud

15F/166. To authorise Peter Dann invoice for £1485.00 + VAT £297 = £1782.00 (Invoice no: 10- 4895.02 dated 28/08/15) – Cllr Morris

15F/167. To authorise Durman Stearn invoice for £13,501.38 + VAT £2700.28 = £16201.66 (Invoice no: 06612 dated 07/09/15) – Cllr Morris

15F/168. To authorise C. J Murfitt Ltd invoice for £64014.18 + VAT £12,802.84 = £76817.02 (Invoice no: B73111 dated 08/09/15) – Cllr Morris

15F/169. To authorise Cutting Edge PC invoice for £125 (Dated 14/08/15) - RFO

15F/170. Review of monthly management accounts (to 31st August 2015) – Cllr Young

15F/171. Review of monthly bank reconciliation (to August 31st 2015) – Cllr McCarthy

15F/172. Town Ground rent - Cllr Bolitho

15F/173. Consider capital grant management agreement and administration – Cllr Morris

15F/174. Review of IT policy – Cllr Morris

15F/175. iPads for use by councillors – Cllr Bolitho

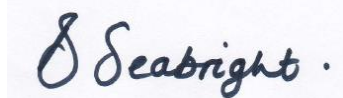
15F/176. Oil consumption arrangements for the Parish Council – Cllr Bolitho

15F/177. Banking arrangements for the Parish Council – Cllr Morris

15F/178. Matters for consideration at the next meeting

15F/179. Date of next meeting

15F/180. Close of meeting



Debbie Seabright – RFO

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22nd September 2015

15F/164.

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

Held in the Village Hall, Lambs Lane, Cottenham
On Tuesday 28th July 2015

Present: Cllrs: McCarthy, Morris, Mudd, Young,

15F/141. Chairman's introductions and Apologies – None

15F/142. Standing orders to be suspended- 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 – Two members of the public were present this evening. Discussion took place regarding S106 monies asked for by Cottenham Community Centre (Item 15F/148). Two projects have been identified. There was also some discussion regarding Office space item 15F/156. The Community Centre have offered the coffee shop as a meeting room at a reduced price (£10 for an evening session) which would also mean access to the disabled toilets. This would need booking in advance; there is also a projector screen available. There was also some conversation regarding WIFI access and the purchase of a router on the Parish Councils behalf.

15F/143. 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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15F/144. Minutes – Minutes from the committee meeting held on the Thursday 25th June are a correct record – Only one counsellor present from last meeting and in agreement - **RESOLVED**

15F/145. Update on the Changing rooms project – Project approximately three weeks behind and due for completion in mid-September. Phase 3 fit-out is well under way. Floor screeds in place; fist-fit and painting in progress. FA and Football Foundation representatives very pleased with progress. Fifth grant claim cycle in progress. Cash flow within £1000 per week of plan, within the capacity of our Capital Fund. Formal opening set for the 10th October. The access road is anticipated to be more than anticipated but the overall cost is still within the £640K.

15F/146. To authorise Murfitts Invoice payment – The paperwork was reviewed by the committee – Resolution to authorise payment for invoice dated 07/07/15 for £103,541.74 + VAT (£20,708.35) Totalling £124,250.09 - **RESOLVED**

15F/147. To authorise HPN invoice payment – Resolution to authorise payment for invoice dated 30/06/15 for £125 + VAT (£25) Totalling £150 – **RESOLVED**

15F/148. Community Centre request for S106 monies from the beach road development – The council have received a letter from Cottenham Community Centre requesting S106 monies towards 2 projects at the community centre. Information has been made available to the council relating to the outlined projects, the rationale and their current financial accounts. The council agree that the projects detailed are capital projects and from an application perspective this complies with the criteria. As it's a 3rd party project we need to check the details on how this is implemented and monitored. The S106 monies will be received upon the occupation of the 15th and 30th dwelling total amount due 20-25K (in two equal instalments). This decision will then to be taken to the full council meeting in September. No final decision will be made until the money is available.

15F/149. Update on the Skate Park project - Project build is now complete. Officially opened on the 12th July. Formal user agreement being prepared for Cottenham Skate club. Overall cost approximately £84,000 compared to budget of £90,000. Final report and claim being prepared for WREN and SCDC.

15F/150. Review of monthly Management accounts/Cash flow – The committee reviewed the management accounts to 30th June 2015 to the committees' satisfaction.

15F/151. Review of monthly Bank Reconciliation - Cllr Morris, Heydon and RFO completed the bank reconciliation earlier on in the month (to June 30st 2015), the committee accepted the report given by Cllr Morris, Heydon and RFO. Cllr McCarthy will observe the process with a view to taking over at a later date.

15F/152. Insurance reassessments – Four quotes had been obtained (Aviva, Ecclesiastical, Hiscox, Zurich). Based on the quotations received and subsequent to further validation of the quotation details, FLAC recommends that council approves acceptance of the Zurich quotation - **RESOLVED**

15F/153. Electricity renewal quotes – LSI utility brokers have sent through a list of quotations. Resolution that FLAC resolve that we continue to use Scottish and Southern electric as our supplier for a period of one year - **RESOLVED**

15F/154. How sponsorship monies given to the parish council are used – Defer item to next meeting

15F/155. Purchase of tablets for use by the council – Defer item to next meeting

15F/156. Office space for the Parish Council – Our current office space is not big enough in regard to storage and does not allow public attendance at meetings due to space. Cllrs Mudd and Morris came up with a list of our requirements: Exclusive use of approximately 20 square metres lockable office space, Ground floor location to facilitate access by disabled, Disabled and other toilets within vicinity, Friendly to mobile communications. Three office spaces were considered (AB&C). None have disabled toilets available. All have ground floor access. All three would require additional arrangements to secure adequate communications. A has no adequately sized lockable office space. B and C have adequately sized lockable office space. C also has a ground floor hall that could accommodate Council/committee meetings. B is highest cost. Notice periods/moving costs need to be considered further. FLAC recommends that Cllrs Morris and Mudd will further investigate transition costs for option C - **RESOLVED**

15F/157. Community Chest fund - £2000 was placed in the budget for adhoc grants but we did not specify how this money would be used. Resolution for Cllr Morris to draft this proposition further and bring it back to the FLAC meeting - **RESOLVED**

15F/158. Matters for consideration at the next meeting –

- Update on Changing room's project Cllr Mudd and Morris
- Final report on Skate Park project – Cllr Morris
- Review of monthly management accounts (standard item) Cllr Young
- Bank reconciliation (standard item) – Cllr Morris
- Community Chest fund
- It Policy
- Purchase of tablets for use by Parish council

15F/159. Date of next meeting – Tuesday 29th September

15F/160. Close of meeting – 20.50

Signed _____ (Chair) Date _____

15F/165. Update on the Changing rooms project

- Building & Groundwork Handover projected for 2nd October
- Additional delay partly caused by delayed delivery of LPG tank and electricity meter
- Management & Safety protocols being developed
- Official Opening planned for 2nd October
- Expenditure within overall budget despite time overrun.
- Booking system, Club contracts and rates being developed.

15F/171. Bank reconciliation (to the end August 2015)

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

In summary:

£539,386.80	Cash at Bank
-£133,701.65	creditors
--£13,749.86	debtors
£419,435.01	Net balance

15F/173. Consider capital grant management agreement and administration

Consider making changes to the Financial Regulations to support administration of informal small "Cottenham Chest" grants to not-for-profit groups and larger capital grants to qualifying third parties funded by developer s106 or CIL contributions.

- Small grants, generally administered under s137 or s145, have an application form and agreed process under our Financial Regulations.
- The process includes checking of technical compliance by FLAC prior to consideration by Council which makes grant decisions on technically-compliant applications.

The Cottenham Chest was suggested for less formal grants. This is how it might work:

- Awards will be made from funds set aside each year as "Cottenham Chest".
- Awards, which must be for £250 or less, may be considered at any Council meeting, subject only to adequate funds remaining in the Cottenham Chest.
- Applications, which must be made to the Clerk, should identify the reason for the request, be supported by a copy of the group's constitution as a not-for-profit entity with a social purpose and evidence of more than 12 months successful activity with a membership of 30 or more.
- Grants, payable in the name of the applying group by cheque, are made in the month following the approval meeting.
- Funds not awarded by year-end are rolled back into general Council reserves.

Larger grants towards open space or community facility improvements delivered by third parties but funded from s106 or CIL developer contributions paid to the Parish Council require specific oversight procedures to ensure compliance with associated conditions. This is how these might work:

- Applications, which must be made to the Clerk, must be from bona-fide not-for-profit groups based in Cottenham and must include:

- Annual accounts for the most recent three years
- A business plan showing how the work to be funded will improve the services offered in Cottenham by the organisation without compromising its viability over the next three years.
- Council will review applications ruled to be technically-compliant by FLAC.
- Applicant must undertake that procurement follows similar financial procedures to those used by the Parish Council.
- If granted, applicant makes claims in arrears using the approved claim form supported by satisfactory evidence of proper expenditure.

15F/177. Banking arrangements

Prior to commencing our capital projects we recommended a revision to our banking arrangements

Spreading our capital cross several accounts to minimise risk of loss

Moving current and savings accounts from Lloyds to Unity Trust Bank

This process was suspended to avoid delaying payments during the capital projects

With practical completion and building handover imminent we could move ahead:

- Cambridge Building Society : Gen Reserve – ~£100K (no change)
- 2nd BS A/C (or CBS) Capital Fund, s106 receipts, '15/6 u/spend ~£80K+
- Unity Trust Current Account – £50K?
- Unity Trust Savings Account – Balance / Loan Fund