

MINUTES
Cottenham Parish Council
Finance, Legal and Administration Committee Minutes

Held in the Parish Council Office, 250A High Street, Cottenham
On **Thursday 26th 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 26th 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 6th. 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 4th 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 25th 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 – Closed item

15F/067. Office space for the Parish Council – Closed item

15F/068. 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 5th May
- Insurance reassessments – for May FLAC agenda
- Town Ground rent
- Local government transparency code
- PHS contract
- Auctioned equipment

15F/069. Date of next meeting – Tuesday 28th April

15F/070. Close of meeting – 20.40

Signed _____ (Chair) Date _____