

MINUTES
Cottenham Parish Council
Finance, Legal and Administration Committee Minutes

Held in the Village Hall, Lambs Lane, Cottenham
On **Tuesday 29th January 2015**

Present: Cllrs Bolitho, Morris (Chair), Mudd, RFO

In attendance: No members of the public

15F/001. Chairman's introductions and Apologies – Cllr Young

15F/002. Standing orders to be suspended- Any Questions from the Public or Press – No Public or press present.

15F/003. 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/004. Minutes – Minutes from the committee meeting held on the Tuesday 6th January amended for item 14F/109 to reflect discrepancy in figures which should read £239,418, now a correct record – **RESOLVED**

15F/005. Complete budget documentation – this has now been completed and the documentation has been returned to South Cambridgeshire District Council.

15F/006. Changing rooms project update – Feedback from Cllr Morris. An all-party meeting took place on Jan 16th 2015. Durman Stearn will be on site as from Monday 2nd February 2015 for 9 weeks then will hand over to C J Murfitt expected around April 6th. Material completion expected within August 2015 allowing a few final weeks of fitting out. The projects cash flow and management are being analysed by RFO and accountants.

15F/007. Skate Park project update – Feedback from Cllr Morris – A contract administrator has been appointed. An all-party meeting took place on the 19th January 2015. WREN has been contacted and paperwork has been sent. We are awaiting sign-off of project Pathway and Tender report and registration confirmation from WREN to finalise contract with Wheel Scape.

15F/008. Risk assessment review – Cllr Morris had circulated a draft of the Risk assessment prior to the meeting, the committee considered the draft document, some changes to be made regarding insurance figures. Proposal that Cllr Morris & Mudd look at our Asset register, Risk assessment, Health and Safety and financial checks and Insurance reassessments, for the next FLAC meeting - **RESOLVED**

15F/009. Review of management accounts – Our accountant has produced the management accounts to 31st December 2014 which has been circulated. VAT will be claimed monthly. RFO flagging concerns re the complexity of the management accounts and it was agreed to look at this in two months' time (at the March FLAC meeting)

15F/010. Management of grant applications – The application form in the Agenda pack was considered and the following suggestions were made: (1) to take out the Section 137 reference (2) to include the financial year on the form for our records (3) if the applicant is a registered charity the charity number needs to be provided (4) section 5 of the form ("For what purpose or project is the grant requested?") to be moved to the bottom of the form and a larger space for detail is required. In addition a message on the form to say that it is unlikely that the application will be successful if the application is not submitted by the deadline date. The committee also discussed the idea of a

budget allocation for (4%) for donations. Proposal for RFO to adapt the form and notes as agreed and circulate to committee members; this then needs to be uploaded to the website.

15F/011. Sports and Social club agreement update – Cllr Mudd and Cllr Morris will be meeting with Andy Ward and Nick West to discuss and update a more formal agreement. They will feedback at the next FLAC meeting.

15F/012. Office space for the Parish Council – There have been no further meetings with the Community centre regarding this. The Parish Council are considering looking at alternative storage space. To be discussed at the next FLAC meeting.

15F/103. Safe storage of cleaning materials at the village hall – Cllr Beckford is going to supply the Parish Council with a storage cabinet for cleaning materials that will go into the existing locked cupboard. The FLAC committee will continue to monitor this.

15F/014. Asset register/Liability register – refer to 15F/008. Trees register to be postponed until appropriate season.

15F/015. Annual review of the financial regulations – The committee considered the Financial regulations pertaining to grant applications. The proposal is for the RFO to send out the new application form to the qualifying groups and ask for their completion in time for the March full council meeting – for discussion at that meeting – **RESOLVED**

15F/016. Annual review of the Standing orders document – the committee considered more simplified standing orders for committees. Proposal to appoint a working group consisting of Cllr Morris, Mudd and Bolitho to look at the Standing order document and make recommendations for feedback to the next FLAC meeting - **RESOLVED**

15F/017. Review Terms of Reference document – Cllr Morris has suggested an amendment to the Terms Of Reference document from” Membership is 5 members of the Parish Council and Ex Officio” to “Membership is 7 members of the Parish Council (including ex-officio)” - **RESOLVED**

15F/018. Premature repayment of Ladybirds loan – The interest rate on the Ladybirds loan is over 8%. Proposal that the RFO investigate the penalty fees with early redemption and the rates on any new loan to cover this – **RESOLVED**

15F/019. Over day centre grant application – Cllr Bolitho suggested that the British Legion has an excess of chairs and that these might be useful for Over day centre – Cllr Bolitho will contact them regarding this.

15F/020. Exclusion of public –

15F/021. Groundsman (closed item) –

15F/022. Matters for consideration at the next meeting –

- Changing room’s project
- Skate Park project
- Asset & Liability register/Risk assessment/Health and Safety and Financial checks/Insurance reassessments
- Grant application form
- Sports and Social club agreement
- Office space for the Parish Council
- Review of Standing orders document
- Terms of Reference document?? check with Frank
- Premature repayment of Ladybirds loan
- Groundsman (Sale of equipment) – Closed item
- Audit arrangements
- End of year arrangements

15F/023. Date of next meeting – Thursday 26th February

15F/024. Close of meeting – 8.44

Signed _____ (Chair) Date _____