

Cottenham Parish Council
Finance, Legal and Administration Committee Minutes

Held in the Village Hall, Lambs Lane, Cottenham
On Tuesday 6th 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 25th 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 29th January. Dates of subsequent meetings also agreed Thursday 26th Feb, Thursday 26th March, Thursday 30th April

14F/112. Close of meeting – 21.40

Signed _____ (Chair) Date _____