

AGENDA PACK
Finance, Legal and Administration committee
Thursday 26th Feb 2015

To: Members of the Finance, Legal and Administration Committee

You are hereby summoned to attend a Committee meeting

To be held in the Village Hall, Lambs Lane, Cottenham on

Thursday 26th February 2014 at 7.15pm

AGENDA

The Public and Press are invited to attend

15F/025. Chairman's Introduction and Apologies

15F/026. 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/027. 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/028. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Thursday 29th January be signed as a correct record.

15F/029. Update on the Changing rooms project – Cllr Morris & Mudd

15F/030. Update on the Skate park project – Cllr Morris

15F/031. Asset and Liability register– Cllr Morris & Mudd

15F/032. Risk assessment & health safety checks– Cllrs Morris, Mudd & Bolitho

15F/033. Financial checks –Cllr Morris

15F/034. Insurance reassessments – Cllr Mudd and Morris

15F/035. Sports and social club agreement – Cllr Mudd and Morris

15F/036. Amendment to Financial regulations – Cllr Morris

15F/037. Annual review of Standing Orders document – Cllr Morris

15F/038. Review Terms of Reference document – Cllr Morris

15F/039. Investigation into the premature repayment of Ladybirds loan – RFO

15F/040. Additional Clerk / RFO resource – Cllr Morris

15F/041. Management accounts – Cllr Young

15F/042. King Georges field Cottenham charity – RFO

15F/043. Cost of cleaning materials and where they are stored – Cllr Bolitho

15F/044. Consider VAT arrangements – Cllr Morris

15F/045. Internal Audit arrangements – RFO

15F/046. Grant application forms/requests - RFO

- 14F/047. Exclusion of public** - To exclude the public from the meeting because of the confidential nature of the business to be discussed.
- 15F/048. Office space for the Parish Council** – Cllrs Young and Mudd
- 15F/049. Matters for consideration at the next meeting**
- 15F/050. Date of next meeting** – Thursday 26th March (at the Parish council office)
- 15F/051. Close of meeting**

Debbie Seabright – RFO
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11nd February 2015

DRAFT 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) – Cllr Mudd met with the Groundsman to discuss the list of items for sale. With the exception of two items (1)Hayter gang mower and (2)Wessex rotary mower, the residual items are valued at £5943 (less 10% £5346) – the Groundsman has offered £4700. Proposal for Cllr Mudd to meet with the Groundsman and suggest to him a final price of £5000. The tractor has been sold for 8k+ VAT (not to the Groundsman)

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 _____

15F/029. Update on the Changing rooms project – Cllr Morris & Mudd

- Durman Stearn site possession commenced on February 2nd
- Handover to C J Murfitt expected around April 6th
- Material completion expected within August allowing a few final weeks of fitting out.
- CPC VAT registration completed WEF 1st January; monthly claims begin after February; Bowls Club and LadyBirds have been "opted-out" for tax purposes.
- Grant claims procedures with FF, SE and SCDC confirmed
- Invoicing, payments and claims schedule being developed – some cheques need to be signed at Committee meetings

15F/030. Update on the Skate park project – Cllr Morris

- Permission to protect/cover buried power cables being sought from UK Power Networks
- Plan now includes, subject to budget, sub-structure of permanent pathway through to Skate Park (to be part of Kids Bike learning track etc)
- WREN contract received following project registration with ENTRUST; signing arrangements to be finalised

15F/031. Asset and Liability register– Cllr Morris & Mudd

15F/032. Risk assessment & health safety checks– Cllrs Morris, Mudd & Bolitho

To follow as separate document

15F/033. Financial checks –Cllr Morris

Report of Bank Reconciliation on 26th January

15F/034. Insurance reassessments – Cllr Mudd and Morris

15F/035. Sports and social club agreement – Cllr Mudd and Morris

Proposed supplementary agreements:

Supplement to the original agreement:

THIS AGREEMENT is made on between Cottenham Parish Council, care of Right Side Entrance, Cottenham Community Centre, 250a High Street, Cottenham, CAMBRIDGE, CB24 8RZ (“the Council”) of the one part and Cottenham United Sports & Social Club, care of 33 Wilkin Walk, Cottenham, CAMBRIDGE, CB24 8TS (“the Club”) of the other part.

This agreement extends a previous agreement between the two parties dated 7th January 2010 and replaces specific clauses of that agreement as follows:

1. This agreement shall commence on the 1st April 2015 and shall continue for three years unless terminated in accordance with the terms of this or the previous agreement
2. The Club shall pay to the Council the sum of £12,400 + VAT for the exclusive use of the Village Hall area, known as the “Bar Area” for 25 hours per week, 52 weeks per year, payable quarterly on the usual quarter days, representing a fee of £8 + VAT per hour of usage.
3. The Club shall continue to be entitled to non-exclusive use of the Village Hall toilets, excluding those in the Changing Rooms, subject to the Club leaving the toilets in a clean condition.
4. The Club shall pay all outgoings other than reasonable electricity, oil and water charges.
5. The Council is prepared to allow the Club the use of the Hall free of charge, subject to availability and compliance with the same conditions as a regular hirer of the Hall, for two evenings per year.
6. The Club and Council agree to the continued appliance of clauses 6,7,8,9, 10 and 11 of the original agreement.

12. Whenever the Hall is hired out in an evening, the Council agrees to pay a fee of £50 to the Club per session in recognition of the necessary additional supervision and security services.

Complementary services agreement:

Cottenham Parish Council wishes to engage the services of of as an Independent Contractor to provide the following security services at the Village Hall, Lamb's Lane, Cottenham, CAMBRIDGE, CB24 8TA

Services

The following services to be provided to the satisfaction of the Clerk:

- Security
 - Open up the site daily prior to any user access
 - Open Village Hall daily prior to any user access
 - Safety, power, lighting and cleanliness check daily
 - Such additional security as required to ensure satisfactory service to users
 - Secure Village Hall each night after last user departure
 - Secure the site each night after last user departure

Conditions

This is not a Contract of Employment.

The Contractor must at all times during the period of this contract:

- give notice of any inability to deliver the required services, preferably offering a substitute
- ensure safe keeping of any keys or access codes entrusted to the Contractor
- take personal responsibility for any insurance, pension and taxation issues
- maintain Public Liability Insurance to a minimum value of £2million
- comply with Cottenham Parish Council Health & Safety Policy

Payment

- the aggregate fee for the above services will be £300 per month.
- Invoices and expense claims to be submitted quarterly in arrears to the Clerk, supported by:
 - A summary of any safety or security issues needing attention
- Invoices and Expense claims will be processed approximately 7 days before each monthly Council meeting and, subject to Council approval, will be paid by cheque shortly thereafter.

Termination

- The contract may be terminated by either party giving 3 months notice or immediately by the Council in the event of a serious breach of trust.

Additional agreement for water hygiene assurance testing:

Cottenham Parish Council wishes to engage the services of of as an Independent Contractor to provide the following security services at the Village Hall, Lamb's Lane, Cottenham, CAMBRIDGE, CB24 8TA

Services

The following services to be provided to the satisfaction of the Clerk:

- Hygiene
 - Monthly, water hygiene check by recording temperatures achieved after 5-minutes at each location:
 - Kitchen hot water outlets
 - Bar sinks hot water taps
 - Toilets hot water taps
 - Changing Rooms shower heads
 - Date, time, room, tap and temperature to be recorded in the Log Book provided.

Conditions

This is not a Contract of Employment.

The Contractor must at all times during the period of this contract:

- give notice of any inability to deliver the required services, preferably offering a substitute
- ensure safe keeping of any keys or access codes entrusted to the Contractor
- take personal responsibility for any insurance, pension and taxation issues
- maintain Public Liability Insurance to a minimum value of £2million
- comply with Cottenham Parish Council Health & Safety Policy

Payment

- the aggregate fee for the above services will be £60 per month.
- Invoices and expense claims to be submitted quarterly in arrears to the Clerk, supported by:
 - A summary of any safety or security issues needing attention
- Invoices and Expense claims will be processed approximately 7 days before each monthly Council meeting and, subject to Council approval, will be paid by cheque shortly thereafter.

Termination

- The contract may be terminated by either party giving 3 months notice or immediately by the Council in the event of a serious breach of trust.

15F/036. Amendment to Financial regulations – Cllr Morris

For information following Council resolution 15/041 that FR16.1 be amended (additional text in italics) to read:

Other than in exceptional circumstances as judged by Council, Voluntary Bodies that seek funding must complete the appropriate application form within the published process and timescales and provide a timely report on outcomes

15F/037. Annual review of Standing Orders document – Cllr Morris

15F/038. Review Terms of Reference document – Cllr Morris

A. Membership change resolved by Council 15/044

1 Membership

- a) *Membership is 7 members of the Parish Council, including Chair and Vice Chair “ex-officio”*
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Committee has only Councillors as members

B. Delegation of financial powers – proposed amendment as per CALF-adopted proposal

7 Delegation of powers

- a) The Clerk may spend on any matter (in accordance with the Financial Regulations) deemed as an emergency, up to £5000 in any one quarter and report back to the Parish Council at its next meeting.
- b) *When authorised by a Committee vote, the Committee may approve spending, up to 10% of the budget in a quarter on a delegated expense line item without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified.*

15F/039. Investigation into the premature repayment of Ladybirds loan – RFO

- Current interest rate on Public works Loan is 8.125%
- Outstanding amount is: £22,674.05 + interest of £762.14 = £23,436.19
- Penalty fee for early repayment: £3865.06
- New loan over 4 years for 25K (to cover the above) based on 1.51% interest – would mean 8 monthly instalments of £3232.10

15F/040. Additional Clerk / RFO resource – Cllr Morris

HR group is developing a proposal to increase our administrative resources with some additional cost implications.

- Both our Clerk and RFO have been working “over-contract” hours for some time
- The existing arrangements have holiday or sickness cover

- Our adoption of a Committee-style operation has increased the clerical workload
- Our financial reporting has become more complex due to increased project spending

The proposed solution requires additional part-time clerical and technical support.

A fully-costed proposal will be put to Council on 3rd March

Net additional cost is likely to be within £3K to £6Kpa

15F/042. King Georges field Cottenham charity – RFO

We now have a password which the RFO can use to access the account for the charity. This will be placed on the March full council agenda.

15F/044. Consider VAT arrangements – Cllr Morris

- CPC is now registered for VAT; number 203507941 as from 1st January 2015
- Monthly returns to be made monthly commencing for period up to 28th February
- Bowls Club and LadyBirds land/buildings “opted-out” so no VAT due on charges

15F/045. Internal audit arrangements

Have contacted Arrow Accounting (office in Peterborough) – they have sent through information.

They require the Parish council to send a great deal of information to them up front so that they can do the audit in just one meeting.

I contacted MHH in the village but they do not do internal auditing

I have contacted StanesRand by email (based in Cambridge) – They do not do audits for Parish councils

Heelis and Lodge – have given up a quote of £410 (includes all mileage/paperwork etc)

I have contacted CAPALC they do not give recommendations but are aware of the following internal auditors:

- Michael Williamson
- Valerie Seekings