

**Cottenham Parish Council**  
**Finance, Legal and Administration Committee Minutes**

Held in the Parish Office, Community Centre, 250a High Street, Cottenham  
On **Wednesday 22<sup>th</sup> October at 7.15**

**Present: Cllrs Young, Mudd, Morris, Bolitho, RFO**

**14F/038. Chairman's introductions and Apologies –Cllr Heydon (arrived at 20.55 because of prior engagement)**

**14F/039. Standing orders to be suspended- Any Questions from the Public or Press – No public or press present**

**14F/040. 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/041. Minutes approved for Finance, Legal and Administration committee meeting on 24.09.14 - RESOLVED**

**14F/042. To consider an updated Risk Assessment – Cllr Morris went through the revised Risk assessment document. Cllr Morris has agreed to look at actions that need to be taken as a result of the revised Risk assessment. To then consider level of risk in each area at the Finance, Legal and Administration committee meeting in January 2015, to then put forward to full council for adoption.**

**14F/043. To consider recommendations for adoption of revised financial regulations review – Cllr Morris went through the revised Financial Regulations. This document is to be presented to the full council for adoption at the next meeting.**

**14F/044. Bank forms need signing to change signatory arrangements – For Cllr Young to be added as a signatory on the Parish Council accounts as previously agreed.**

**14F/045. Update on Changing rooms project – The Changing rooms are currently out to tender, there are six bidders. These will be received by midday on 31.10.14. The clerk will open on the afternoon of the 31.10.14. The running costs of the changing rooms are estimated at no more that £25,000 per year, inclusive of cleaning, maintenance, utilities, insurance and servicing.**

**14F/046. Update on Skate Park project – Decision regarding WREN grant expected early December.**

**14F/047. External Audit – The external auditors are satisfied with the running of the Parish council. Two points made by Little John auditors are the total borrowing figures from the Public Works Loan in the year end document are slightly different to the Public work loans published figures, the RFO contacted the Public Work loan board who believe the explanation to be in the time difference from when the year-end document was completed to when the auditors viewed the published figures. The second point was that the auditors required slightly more explanation for the variances between box 2 and 3 in the year end document, this has been noted and more detail will be provided in future audit documentation.**

**14F/048. Sports and Social club agreement which runs out at the end of March 2015 – need to locate current agreement, item deferred.**

**14F/049. Buildings insurance premium – charge to tenants – Cllr Mudd will find out from the insurers what percentage of the insurance premium is applicable to Ladybirds/village hall. Recommendation to full council that we pass on an appropriate charge relating to insurance.**

**14F/050. Insurance – property sums insured – consider adequate or otherwise – Cllr Mudd is questioning if the sums insured are appropriate. Need to get an estimate on a “cost of rebuild evaluation”. In spring next year the Parish council if agreed will arrange to have a ‘cost of rebuild evaluation’ and start looking at different insurers to get quotes.**

**14F/051. To consider procuring additional accounting support for capital project finance management and VAT registration and management – Cllr Morris suggested that we need additional accountancy support in regard to the timeliness of the Capital projects.**

Resolution to procure additional accountancy support which involves registering for VAT and recovery of VAT, changing the coding of accounts to separate capital projects and delegated committee budgets and to manage settlement of invoices and claims on capital projects and payroll services. **RESOLVED**

**14F/052. Exclusion of public**

**14F/053. Contract for grounds maintenance (closed item)** –Cllr Mudd will complete a schedule on the equipment that we have and obtain a valuation for the tractor and the Flail.

**14F/054. Matters for consideration at the next meeting –**

Budget planning

Sports and Social club agreement which runs out at the end of March 2015

Office rental space for the Parish Council

**14F/055. Date of next meeting – 11/11/14**

**14F/056. Close of meeting – 21.40hrs**

Signed \_\_\_\_\_(Chair) Date \_\_\_\_\_