

MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge
On **Tuesday 27th September 2016**

Present: Cllrs: Bolitho, Collinson, McCarthy, Morris, RFO

16F/123. Chairman's introductions and Apologies – Cllr Mudd (Personal reasons) Cllr Young (Work commitments)

16F/124. Standing orders to be suspended- 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 – no members of the public present

16F/125. 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

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. No declarations

16F/126. Minutes - Resolution that the minutes from the committee meeting held on Thursday 1st September are a correct record – **RESOLVED**

16F/127. Review of monthly management accounts (to 31st August 2016) – The committee reviewed the management accounts to the end of August 2016 - The committee were satisfied with the accounts.

16F/128. Review of monthly bank reconciliation (to 31st August 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st August 2016), the committee accepted the report given by Cllr McCarthy. Some discussion regarding some arrears due to us from the After School Club and the fact that this business is being sold to a new provider. We also spoke about needing to pay an HMRC bill due to historical underpayments of tax and NI of £854.56.

16F/129. Review of Asset register – Cllr Morris presented the asset register – Only one amendment has been made - the shed on the recreation ground is now valued at £3000.

16F/130. Review of Risk assessment document – Cllr Morris presented the current risk assessment. Two additional items have been added. SCP 17 Flood from council owned ditches and ponds means that we need to put in place a regular maintenance programme for these areas and SCP 18 Injury caused by council owned trees - it was suggested that we consider putting together a directory of our trees and their condition to review on an annual basis.

16F/131. Village Hall Finance Update – The village hall redevelopment cost is estimated at £2,500,000 + VAT and the current design will have over 600m² of lettable space within about 1,100m² overall divided into five main spaces. A full technical design (up to £50K from reserves) needs a Council resolution. Before appointing builders, we will need access to a capital fund of approximately £2,750,000 (including a 10% contingency) and be able to show how we will repay the £2,500,000 loan. To obtain a Public Works Loan Board (PWL) loan funded from the precept we will need planning permission, council resolutions to raise the precept by £100,000 pa and borrow

£2,500,000 from PWLB, Loan permission from DCLG (Department of communities and local government) and proof of payment approach. The operating costs have been considered and the building and its services should generate enough income from year 3 onwards to cover at least the £70,000pa operating costs. In the future we will need council decisions on whether, when or not to proceed with detailed design, possibly before planning permission, establish finance implication in more detail, initiate a formal tender process and delegate authority to deliver the project. Should all this be in place the possible target demolition date is July 2017 with construction complete by July 2018.

16F/132. Budget planning for 2017-18 – deferred to the next meeting when we have project plans from the Communities and Leisure facilities committee and the Highways committee. We will also have the S137 donation applications to consider.

16F/133. Matters for consideration at the next meeting –

- Management accounts to 30th September 16
- Bank reconciliation to 30th September 16 – Cllr McCarthy/RFO
- Budget planning 2017-18 (S137 grant applications)
- Consider a company credit card

16F/134. Date of next meeting – Tuesday 25th October

16F/135. Close of meeting – 20.50

Signed _____ (Chair) Date _____