

## MINUTES of FLAC Meeting

Held in the Parish Council Office, High Street Cottenham

On **Tuesday 26th<sup>th</sup> January 2016**

**Present:** Cllrs: Bolitho, McCarthy, Morris, Young, RFO (Debbie Seabright)

**16F/013. Chairman's introductions and Apologies** – Cllr Mudd

**16F/014. 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/015. 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 – None*

**16F/016. Minutes** – Resolution that minutes from the committee meeting held on the Tuesday 5th January are a correct record – **RESOLVED**

**16F/017. Review of monthly management accounts (to 31<sup>st</sup> December)** – The committee reviewed the management accounts to 31<sup>st</sup> December 2015 to the committees' satisfaction.

**16F/018. Review of monthly bank reconciliation (to 31<sup>st</sup> December)** – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31<sup>st</sup> December 2015), the committee accepted the report given by RFO and report from Cllr McCarthy.

**16F/019. Feedback and update on banking arrangements** – Unity Bank application is in process, Nationwide Building Society no longer have the savings account that we had previously agreed to apply for. RFO will look at alternative savings accounts and present to next committee meeting.

**16F/020. Consider costings for police support, running of library, school crossings and road maintenance** – Cllr Bolitho spoke about how we might consider taking on more responsibility for certain public services in the future. We need to look at whether we can gain "a general power of competence" status to enable us to look at this more closely. To add this as an item for the full council meeting in April.

**16F/021. Review process of reviewing and signing cheques, especially in Council Meetings** – To introduce a brief break after the approval of the payments in full council meetings to allow due diligence with the signing of cheques

**16F/022. Review Risk assessment document** – Some changes in September 2015 surrounding a review of our assets in relation to our insurance. Also updated to include the Pavilion building. Resolution for this document to go to a full council meeting in February - **RESOLVED**

**16F/023. Review Financial regulations document** – Changes in Section 16 in relation to administration of grants which was approved by full council in October 15. Plan is to review the document once we have started our new banking arrangements.

**16F/024. Review Standing orders document** – The committee looked at the document there was no proposed changes – Resolution to place this item on the February council meeting - **RESOLVED**

**16F/025. Matters for consideration at the next meeting**

Management accounts to 31<sup>st</sup> Jan 16 – Cllr Young

Bank reconciliation to 31<sup>st</sup> Jan 16 – Cllr McCarthy/RFO

Consider how we would use S106 monies – Cllr Bolitho

Consider our audit arrangements/preparation for this year - RFO

**16F/011. Date of next meeting** – Tuesday 23<sup>rd</sup> February

**16F/012. Close of meeting** – 20.10

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