

AGENDA PACK
Finance, Legal and Administration committee
Thursday 29th November 2018

To: Members of the Finance, Legal and Administration Committee (FLAC)

You are hereby summoned to attend a Committee meeting

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

Thursday 29th November 2018 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

18F/315. Chairman's Introduction and Apologies for absence – *(Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*

18F/316. To accept Declarations of Interest and Dispensations – *i. To receive disclosures of pecuniary and other interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations).*

18F/317 Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 23rd October 2018 be signed as a correct record.

18F/318. Public Participation – *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 to allow other people to also speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of the parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is a policy which must be followed.*

18F/319. Review the Management Accounts for October 2018 – RFO

18F/320. Review of the monthly bank reconciliation (to 31st October 2018) – RFO & Cllr McCarthy

18F/322. Consider donation/grant applications for 2019/20 - RFO

18F/323. Budget planning – consider likely income and sources for 2019/20 – RFO

18F/324. Budget planning – Consider likely expenditure across broad revenue headings for 2019/20 - RFO

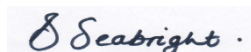
18F/325. Capital expenditure and funding update (e.g. Village Hall, Nursery) – Cllr Morris

18F/326. Review section 3 of the Risk Register – Cllr Morris

18F/327. Matters for consideration at the next meeting

18F/328. Date of next meeting –

18F/329. Close of meeting –



Debbie Seabright – RFO

22/11/18

Right Side Entrance, Community Centre

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18F/317

Cottenham Parish Council

DRAFT MINUTES of FLAC Meeting

Held at the Village Hall, Lambs Lane, Cottenham:

On **Tuesday 23rd October 2018 at 7.30**

Present: Cllrs: Bolitho (chair), Collinson, McCarthy, Morris, Smith, RFO

18F/300. Chairman's introductions and Apologies – Cllr Wilson (personal), Cllr Young (work), Cllr Smith (Absent)

18F/301. To accept Declarations of interest and Dispensations

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

18F/302. Minutes – Resolution that the minutes from the committee meeting held on Thursday 27th September 2018 be signed as a correct record – **RESOLVED**

18F/303. Public Participation – *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.*

18F/304. Management accounts for September 2018 – Cllr Morris requested that the payments to Arbania Fencing £880 and AJ King for site clearance work at the recreation ground £630.94 be taken from our S106 Open Space reserve. The committee were satisfied that the management accounts are an accurate record

18F/305. Review of the Bank Reconciliation to the end of August 2018 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (15th October). The committee were satisfied that the Bank reconciliation is an accurate record.

18F/306. Review section 2 of the Risk Register – The committee reviewed section 2 of the risk register. Cllr Morris to synchronise items on the risk register with staff job descriptions to ensure that the actions are covered.

18F/307. To consider draft Donation, Grant and Loan Policy for Cottenham Parish council – The committee considered the draft policy. The policy will now go for consideration at the next full council meetings with the approval of FLAC.

18F/308. To Review draft Standing Orders – The committee looked at the draft Standing Orders document which has taken all the mandatory statements from the NALC Model Standing Orders 2018 (England) into our own formatted document. The committee were satisfied with the document but would like to have a note on our document saying that this is a simplified version of the NALC 2018 document and further information is available in the full document. Section 11 heading is incorrect and need to delete the footnotes as this is a new document. Needs to be considered at the next full council meeting.

18F/309. Budget Planning - consider likely income and sources (e.g. Kids Club, Sports Club, Hiring's) for 2019/20 – The committee considered our potential income for the 2019-20 budget

18F/310. Budget planning – consider likely expenditure across broad revenue headings (e.g Admin, Open Spaces, CALF, Highways, Shared Services, Youth, Pavilion, Village Hall and Play area) for

2019/20 - The committee considered our potential expenditure in 2019-20 as part of budget planning.

18F/311. Consider likely capital expenditure and funding (e.g. Village Hall, Nursery, Carpark in 2019/20) – The committee looked at potential capital expenditure. Still to be spent this year approximately £30,000 on the play area from S106 Open Spaces. In addition 1,000 from the Public art fund, 60,000 on the car park, 90,000 on the design on the new village hall and 50,000 on the design of the nursery and 10,000 play kit for Brenda Gautrey Way. Next year we are looking at spending approx. 3 million on both the village hall and nursery projects.

18F/312. Matters for consideration at the next meeting.

- Review of monthly management accounts
- Review of monthly bank reconciliation
- Budget planning
- Grant applications
- Section 3 of the risk register.

18F/313. Date of Next meeting – Thursday 29th November 2018

18F/314. Close of meeting –21.41

Signed _____ (Chair) Date _____

18F/319

Management accounts for October 2018 sent out separately.

18F/320

Bank reconciliation

Reconciled on Monday 19th November 2018 by RFO and Cllr McCarthy

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£459,342.84	Bank account 1
£251,683.17	Bank account 2
£156,918.08	Bank account 3
£867,944.09	Total Cash at Bank (as of the 31st October 2018)
- £8053.42	Creditors
+ £6181.75	Debtors
£866,072.41	Net balance on bank reconciliation

+ VAT owed £532

Minus: £80,642 Accruals

+ £23,441 used (10,441 Land Purchase and 13,000 CCC grant)

+ £1130 credit re street lights

Minus PAYE: £1098

Net assets: £809,436

Creditors

- AJ King - £3800 (21/10/18) usual monthly cost
- A Mappedorum - £366.10 (15/10/18) work at the pavilion
- BCS - £56.76 (30/09/18) Payroll/Pension
- Calor - £735.90 (15/10/18) Gas delivery and standing charge
- CAPALC - £255 (04/10/18 and 15/10/18) Councillor training
- Cottenham Community Centre - £1170 (10/10/18) Rent with slightly decreased rate due to building works
- CSA - £166.99 (09/10/18 and 11/10/18) Cleaning items
- Cottenham Sports and Social Club - £1080.00 (28/09/18)
- RFO - £10.37 (Expenses) (15/10/18) Sim card for pavilion
- Green and Purple Ltd - £60 (01/10/18)
- Assistant Clerk - £50.93 (28/09/18 and 19/10/18) fire extinguishers/refreshments
- Staples - £301.37 (02/10/18 and 05/10/18 and 16/10/18) Printer and stationery

(all of the above invoices have now been paid)

TOTAL £8053.42

Debtors

- Two Mill Field Allotments - £312.55 (30/10/18) Water charge
- Baby Clinic - £124.20 (30/09/18) Hire of Pavilion
- Cottenham Cricket Club - £1351.20 (30/09/18) Annual fee
- Curry Palace - £600 (15/10/18) Hire of rec ground for event
- Cottenham Sports and Social Club - £3120.00 (30/09/18) Quarterly rent
- Greater Cambridge Partnership - £60 (15/10/18) Hire of VH
- Aerobics instructor - £27.60 (30/09/18) Hire of VH
- Travel Hub - £60 (07/08/18) Hire of VH
- Overpower fitness - £97.29 (30/09/18 and 31/10/18) Hire of rec
- Rugby Club - £384 (31/10/18) Annual fee
- Village Hall Hire - £45 (04/10/18) Hire of VH

TOTAL £6181.75

Summary of Applications (Grants & Donations)

Applicant	Amount requested	Purpose/Project information	Beneficiary's	Notes and Sections
Cottenham Mobile Warden Scheme	£1150 (Total cost of project is £7000)	To help with the running of the scheme as detailed: <ul style="list-style-type: none"> • Volunteer expenses £270 • Petrol £160 • Telephone £250 • Insurance £185 • Sundries £185 • Stationery £100 	15 Elderly residents and 4 associate members	Other grant funding has been applied for
Connections Bus Project	£2400	Babysitting Course £1100 and Generation Game Project £1300: <ul style="list-style-type: none"> • Babysitting Course available to local young people to gain a basic level of knowledge, understanding and learning in looking after other people's children • Generation Game Project available to local young people to gain a basic level of knowledge, understanding and learning to be a safe and caring visitor for older people (encourages voluntary work in the community) 	15 individuals can attend each course	£15 contribution from parents for the courses.
Girlguiding Cottenham	£1210	Badge Books for each member	170 Girl Guiding members	

(includes Cottenham Rainbows (2 groups), Brownies (3 groups) and Guides (2 groups))		This follows the large and complete overhaul of the Girlguiding programme.		
Cambridgeshire Search and Rescue (CamSAR)	£300 (overall cost £4000)	The request is for funding of specific items of equipment: <ul style="list-style-type: none"> • Garmin e-Trex GPS handheld unit • HP laser jet printer Both of which will aid mapping speed and accuracy, thus helping the search teams.	They have had 35 call-outs in the last year.	Have made other applications to other councils and do fund raising activities
Fen Edge Twinning Association	£800 (total cost £5050)	To support Twinning weekend: Fen Edge residents will travel to Avrille from 24 th to 27 th of May 2019 Involves coach travel and advertising.	40/50 people	Have made other applications and fundraising activities
Fen Edge Community Association	£2000 (total cost £25,000)	To support the 2019 Fen Edge Festival (21-23 June) Specifically, for rental of the main marquee on the Village Green and associated facilities. The marquee houses many events over the weekend including: <ul style="list-style-type: none"> • Afternoon tea for senior citizens • Cottenham Primary School Dance • Saturday and Sunday evening musical performances 	Approximately 3000 people attended the 2017 event	Have applied for other grants

18F/326

Review section 3 of the Risk Register – copy of risk register sent out separately