

To all Members of Cottenham Parish Council

You are hereby summoned to attend a **Full Parish Council Meeting**

To be held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 6th November 2018 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

18/218. 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.

18/219. To accept Declarations of Interest and Dispensations – i. To receive disclosures of pecuniary & non-pecuniary 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).

18/220. Minutes - To resolve that the minutes of the meeting of the Full Council meeting held on the 2nd October 2018 and EOM of 17th October 2018 be signed as a correct record.

18/221. Public participation – 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 asked to restrict their comments and/or questions to 3 minutes in order to allow other people to 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 a 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 policy which must be followed.

18/222. Reports

- **SCDC** – report circulated prior to the meeting
- **CCC** – report circulated prior to the meeting
- **Clerk** – report circulated prior to the meeting
- **Major developments** – Cllr Morris
- **Village Hall & Nursery** – Cllr Morris
- **Neighbourhood Plan** – Cllr Morris
- **Armistice Centenary event on 11th November** – Cllr Morris
- **Drainage and tree works** – Cllr Morris
- **Carols on the Green event 11th December** - Clerk

18/223. Cottenham Charities Trustees– Consider nominations for Trustees – Clerk

18/224. Church and Causeway Charity – Consider donation from the Church and Causeway Estate Charity of £3000 with CPC donating £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery – RFO

18/225. Friends of All Saint’s Cottenham – Consider trustees for new Friends of All Saint’s Charity – Clerk

18/226. Office closing – Consider Christmas closing dates – Clerk

18/227. Grant & Loan Policy - To consider draft Donations, Grants and Loans Policy – FLAC

18/228. Standing Orders - To review draft revised Standing Orders – FLAC

18/229. Remembrance wreath – Consider representative to lay wreath on behalf of Parish Council – Clerk

18/230. Bank signatories – consider two additional signatories for our bank accounts to ensure that payments are made in a timely manner - RFO

18/231. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Ladybirds	Quarterly payment	£1,554.95	£1,554.95	
Ladybirds	Oil and Water charge	£219.41	£219.41	
Hire of village hall	Hire of village hall - Ploughing Society	£75.00	£90.00	
Hire of village hall	Hire of village hall - Labour Party	£75.00	£90.00	

HMRC	Vat payment	-	£898.17	
FECA	Grant towards defibrillator	£950.00	£950.00	
		£3,748.28	£4,851.23	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for November 18	£4,098.81	£4,098.81	-
HMRC	Tax and NI for October 18 (month 7)	£1,097.84	£1,097.84	-
Sports & Social Club	Quarterly invoice July-Sept 18 for contract services	£1,080.00	£1,080.00	1280
Community Centre	6-monthly rent less 10% due to building works	£1,170.00	£1,170.00	1282
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1294
Royal Toilet Hire	Balance for marquee (Centenary event)	£546.75	£546.75	1299
Calor Gas Ltd	Delivery to Pavilion and standing charge (DD)	£700.85	£735.90	1304/ 1305
		£11,860.92	£12,529.30	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (November 18)	£181.35	£181.35	-
Royal Toilet Hire	25% deposit to secure booking for Centenary event (for Marquee)	£168.75	£168.75	1281
RFO	Expenses re sim card for the Pavilion	£8.64	£10.37	1283
Green and Purple Ltd	Accountancy support for the RFO	£50.00	£60.00	1284
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1285
Staples	Ink cartridges x 3/paper/Note books	£100.25	£120.30	1286
CAPALC	Councillor training session	£105.00	£105.00	1287
SSE- Southern Electric	Electric bill for the Pavilion (DD)	£250.09	£300.10	1288
Staples	Printer	£125.00	£150.00	1289
Assistant Clerk	Paper	£2.75	£2.75	1290
CAPALC	Councillor training sessions x 2	£150.00	£150.00	1291
CSA	Toilet rolls/Toilet cleaner/Cleaner spray and hand towels - Pavilion	£73.35	£88.03	1292
CSA	Toilet rolls/Mop and floor cleaner	£65.80	£78.96	1293
Staples	Black Ink Cartridge	£25.89	£31.07	1295
The Royal British Legion	Poppy wreath donation (agreed in budget)	£100.00	£100.00	1296
The Royal British Legion	Cost of the Poppy wreath	£85.00	£85.00	1296
Assistant Clerk	Refund of monies incurred due to late payment of expenses last month	£25.00	£25.00	1297
RFO	Expenses re Annual payment for Dropbox	£65.83	£79.00	1298
Ornamental Trees Ltd	Oak tree for the Centenary event	£229.99	£333.59	1300
Assistant Clerk	2 fire extinguishers for (Centenary beacon)	£40.16	£48.18	1301
A Mappedoram	Pavilion (Light check & 4 emergency fittings)	£305.09	£366.10	1303
Clerk	Mileage to SCDC for Liaison Meeting	£12.60	£12.60	
Assistant Clerk	Unveiling curtain for tree guard (Centenary event)	£6.06	£6.06	
CB Creative	Design & print posters/flyers (Centenary event)	£125.00	£150.00	
		£2,348.90	£2,708.97	

Resolution to pay these invoices

- 18/232. Management accounts** – to review the monthly management accounts - FLAC
18/233. Bank reconciliation – to review monthly bank reconciliation – FLAC
18/234. Matters for consideration at the next meeting
18/235. Dates of next meetings – Planning 8th Nov, EOM 15th Nov, CALF 20th Nov, Planning 22nd Nov, FLAC 29th Nov, Full 4th December
18/236. Close of Meeting



Jo Brook - Clerk

Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge, CB24 8RZ. Tel: 07503 328401.

clerk@cottenhampc.org.uk

1st November 2018