

DRAFT MINUTES of FLAC Meeting

Held at the Village Hall, Recreation Ground, Lambs Lane, Cottenham:
On **Tuesday 14th November**

Present: Cllrs: Bolitho, Collinson, McCarthy, Morris, Smith, Wilson, Young, RFO

17F/134. Chairman's introductions and Apologies - none

17F/135. 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 – no disclosures

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

17F/136. Minutes - Resolution that the minutes from the committee meeting held on Monday 23rd October 2017 are a correct record– **RESOLVED**

17F/137. 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 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.*

17F/138. Review of monthly management accounts (to 31st October 2017) The committee were satisfied that the management accounts are an accurate record. RFO to look into why the two football club invoices are not showing on the management accounts spreadsheet.

17F/139. Review of Bank Reconciliation to the end of October 2017 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (8th November 2017). The committee were satisfied with the report given.

17F/140. Budget planning – consider likely income and sources (e.g. Kids Club agreement, Sports Club agreements, Hiring's, etc) for 2018/19 – The committee reviewed our income from the last 7 months and continued to look ahead and consider the possible income in the next financial year.

17F/141. 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) in 2018/19 – The committee looked at our expenditure over the last 7 months and continued to look ahead and consider the budget for expenditure in the next financial year.

17F/142. Consider grant applications – Cottenham United Football club have requested £250 to help with the increase in the annual charge to the club in the last year which will benefit 60 players and help to reduce the subscription costs – the committee recommends that the request is technically compliant with S137 and recommend approval of the grant request to full council where the final decision will be made. Cottenham Brass Band have requested £142 to provide music folders/book bags to 35 members of the band aged between 7 & 16 – the committee considered the grant request and recommended approval of the grant under a S145 (provision of entertainment and support of the arts). Cottenham Mobile Warden Scheme have requested £1500, the scheme

benefits 15 residents and 5 associate members – the committee considered the request and deferred a decision pending further information. FETA (Fen Edge Twinning Association) have requested £800 to support a twinning weekend in Avrille for their 20th anniversary. This will benefit 40-50 people – the committee considered the request and as FETA plan to take a Ceilidh band on this weekend it is technically compliant under S145 (provision of entertainment and support of the arts). These grant requests will be put to a future full council agenda for further consideration.

17F/143. Consider likely capital expenditure and funding – The committee looked at possible capital expenditure and funding in relation to the new Village Hall and Nursery project in the coming financial year.

17F/144. Review IT Policy – The committee considered our current IT Policy. It was raised that unacceptable use might need to be more clearly defined within the policy. The parish council staff are all attending a training day on data protection in December and will feedback how this may affect the policy in January/February 2018.

17F/145. Matters for consideration at the next meeting

- Review of monthly management accounts (to 30th November 17)
- Review of monthly bank reconciliation (to 30th November 17)
- Data Protection Regulations at a future meeting when more information available
- Budget planning
- Grant applications

17F/146. Date of next meeting – Monday 11th December (at the office)

17F/147. Close of meeting – 21.45

Signed _____ (Chair) Date _____