

DRAFT MINUTES of FLAC Meeting

Held at the Parish Council Office, 250a High Street, Cottenham, Cambridge
On **Monday 23rd October 2017**

Present: Cllrs: Bolitho, Collinson, Morris, RFO

17F/115. Chairman's introductions and Apologies – Cllr Wilson (Personal), Cllr Young (Personal)

17F/116. 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/117. Minutes - Resolution that the minutes from the committee meeting held on Thursday 28th September 2017 are a correct record– **RESOLVED**

17F/118. 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/119. Review of monthly management accounts (to 30th September 2017) The committee were satisfied that the management accounts are an accurate record.

17F/120. Review of Bank Reconciliation to the end of September 2017 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (16th October 2017). The committee were satisfied with the report given.

17F/121. Authorise Invoice from Designs on Metal (Invoice number: 3367 Dated: 12/09/17) for £4000 + VAT (Total £4800) for part payment of new stainless steel altar rail panes for the church – The committee authorised the invoice and payment will be made.

17F/122. Authorise Invoice from PKF Littlejohn (Invoice number: SB20171886 Dated: 26/09/17) for £951 + VAT (Total £1141.20) for External Audit services – The committee authorised the invoice and the payment will be made.

17F/123. Authorise Invoice from Wilby and Burnett (Invoice number: 12641/3202 Dated: 28/09/17) for £920 + VAT (Total £1104.00) for Architectural and quantity surveying services re access road to the Village Hall – The committee authorised the invoice and the payment will be made.

17F/124. Authorise Invoice from SLCC (Invoice number: 123841 Dated: 30/09/17) for £77.60 + VAT (Total £78.40) for Local Council administration book (10th edition) – The committee authorised the invoice and the payment will be made.

17F/125. Authorise Invoice from The Soccer Store (Invoice number:100088569 Dated: 10/10/17) for £2180 + VAT (Total £2616) for Aluminium Easylift Goals – The committee authorised the invoice and the payment will be made.

17F/126. Review our processes for agreement regarding extra expenditure or contract extensions – the committee reviewed our process and are happy with our current procedures.

17F/127. Budget planning – consider likely income and sources (e.g. Kids Club agreement, Sports Club agreements, Hirings, etc) for 2018/19 – The committee reviewed our income from the last 6 months and began to look ahead and consider the possible income in the coming financial year.

17F/128. 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 6 months and began to look ahead and consider the budget for expenditure in the coming financial year.

17F/129. Consider any contracts and direct debit arrangements that need competitive review during 2018/19 – The committee reviewed all our current contracts and Direct Debit arrangements (see Agenda pack for list). The RFO has written a letter to terminate contract with PHS. We need to monitor deliveries from Browns of Burwell in light of the Village hall situation. We need to check the Calor gas and O2 Sim card contracts.

17F/130. Consider likely capital expenditure and funding (e.g. Community Centre, KGV Road, Car Park, Pavements, Zebra Crossing, Village Hall, Nursery, Medical Centre in 2018/19 - The grant for the Community Centre is already agreed for £13,000. KGV road access to recreation ground will need further consideration in advance of the new Village Hall. The council are hopeful that the pavement improvements will go ahead in the current financial year. A Zebra crossing will be considered next year. The new Village Hall costs need further consideration. In the next financial year the council may look further into the possibility of a medical centre for Cottenham.

17F/131. Matters for consideration at the next meeting

- Review of monthly management accounts (to 31st October 17)
- Review of monthly bank reconciliation (to 31st October 17)
- Data Protection Regulations at a future meeting when more information available
- Budget planning
- Grant applications
- IT policy review

17F/132. Date of next meeting – Tuesday 14th November

17F/133. Close of meeting – 21.36

Signed _____ (Chair) Date _____