

### **DRAFT MINUTES of FLAC Meeting**

Held at the Village Hall, Lambs Lane, Cottenham:

On **Tuesday 23<sup>rd</sup> October 2018 at 7.30**

**Present:** Cllrs: Bolitho (chair), Collinson, McCarthy, Morris, 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 27<sup>th</sup> 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 (15<sup>th</sup> 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 29<sup>th</sup> November 2018

**18F/314. Close of meeting** –21.41

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