

## DRAFT MINUTES of FLAC Meeting

Held at the Village Hall, Lambs Lane, Cottenham:  
On **Thursday 24<sup>th</sup> May 2018**

**Present:** Cllrs: Bolitho, Collinson, McCarthy, Morris, Smith, RFO

**18F/230. To elect a chairman for the Finance and Administration Committee** – there were two nominations, the remaining committee discussed the two nominations and voted. Cllr Smith was elected as the chairman of the committee.

**18F/231. Chairman's introductions and Apologies** – Cllrs Wilson (Personal), Young (Work) the committee accepted the apologies.

**18F/232. 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/233. Minutes** – Noted that Cllr Collinson didn't declare any pecuniary interest at the last meeting, so this was removed. Resolution that the minutes from the committee meeting held on Tuesday 24th April be signed as a correct record. – **RESOLVED**

**18F/234. 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/235. Review of End of Year accounts and Management accounts (to 31<sup>st</sup> March 2018)** - The committee reviewed the accounts and the management accounts. Resolution that the committee accepts the year-end accounts and the management accounts as a correct record – **RESOLVED**

**18F/236. Review of Bank Reconciliation to the end of April 2018** – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (16<sup>th</sup> May 2018). Cllr Smith requested that we include the date that an invoice is raised so we can clearly see when an invoice is overdue. The committee were satisfied with the report given.

**18F/237. Consider wording of Privacy Notices (Banner on the website (Notice) and Privacy Policy (Full Policy))** – The committee reviewed the suggested Banner for the website.

Banner - **"PRIVACY** Cottenham Parish Council respects your personal data and only retains the minimum necessary – for example, your email, and possibly your name and postal address and any comments you make - unless we have a legal obligation or your express consent. This policy reflects the high standards established by the **General Data Protection Regulations (GDPR)** taking effect across Europe from 25<sup>th</sup> May 2018. "

Resolution that the banner as drafted is approved for publication – **RESOLVED**

The committee reviewed the Privacy notice detailed in the agenda pack. Resolution that the Privacy Notice as drafted is approved for publication – **RESOLVED**

**18F/238. Consider wording for email signatures (Clerk/Assistant Clerk/RFO/Councillors/Working Parties)** – The committee reviewed the suggested wording of the email signatures as detailed in the agenda pack. Resolution that the email signatures as drafted are approved – **RESOLVED**

**18F/239. Consider Subject Access Requests and the identity verification process** – The committee considered the Subject Access Request template detailed in the agenda pack and it was felt that the list of documents for identification should be reviewed further and it should be made clear that the identification process needs to happen in person. To redraft and bring to the next FLAC meeting.

**18F/240. Consider adding a link to the IT & Communications Policy (Security section)** – deferred as insufficient information at the current time.

**18F/241. Consider our current Health and Safety statement** – The statement does not currently refer to any legislation – Cllr Morris will add the appropriate reference to the document.

**18F/242. Review the Terms of Reference (TORs) for the Administration and Finance committee** – The committee reviewed our current TORs. Under the frequency of meetings, the document has been amended to monthly meetings as opposed to quarterly. Under financial strategy and planning the 4-year plan to be reviewed annually as opposed to quarterly. Resolution to accept the amended TOR's - **RESOLVED**

**18F/243. Consider steps to remove illegal flyposting/anonymous posters** – The committee considered this issue, fly posting is a criminal offense and anything deemed offensive/excessive will be removed.

**18F/244. Asset Register Review** – The committee reviewed our current Asset Register and it is up to date.

**18F/245. Street naming in Cottenham** - The Parish Council cannot name a street but can make suggestions to South Cambridgeshire District Council. We can however have some criteria that we can apply. Recommendation that when making suggestions, a strong preference with a verifiable link to the village is desirable.

**18F/246. Authorise and pay Bridgeman Maintenance for work on the notices boards** – Resolution to authorise and pay Bridgeman Maintenance invoice no 742 dated 15/05/18 for £260 - **RESOLVED**

**18F/247. Authorise and pay Thomson, Webb and Corfield for Legal Fees** – Resolution to authorise and pay Thomson, Webb and Corfield invoice no 68297 dated 17/04/18 for £2006 + VAT total £2406 - **RESOLVED**

**18F/248. Authorise and pay King & Co for Legal fees** – Resolution to authorise and pay King & Co invoice re purchase of land for £10,997 (inclusive of £156 VAT) - **RESOLVED**

**18F/227. Matters for consideration at the next meeting.**

- Review of monthly management accounts (for 30<sup>th</sup> April and 31<sup>st</sup> May 18)
- Review of monthly bank reconciliation (to 31<sup>st</sup> May 18)
- Consider the Parish Council banking arrangements – Cllr Bolitho
- Subject Access Request template
- Document Retention Policy
- Model Publication Scheme
- Grants and Donations Policy
- Consider format of the management accounts – Cllr Smith
- VH and Nursery Finance – Cllr Morris

**18F/202. Date of next meeting** – Tuesday 26<sup>th</sup> June 2018

**18F/203. Close of meeting** – 21.37

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

