

**DRAFT MINUTES of FLAC Meeting**

Held at the Parish Council Office, 250a High Street, Cottenham, Cambridge  
On **Monday 24<sup>th</sup> July at 7.30pm**

**Present:** Cllrs: Bolitho (Acting Chairperson), Collinson, McCarthy (arrived at 19.39), Morris (arrived at 19.40), Wilson, RFO

**17F/087. Chairman's introductions and Apologies** – Cllr Young (Personal)

**17F/088. 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/089. Minutes** - Resolution that the minutes from the committee meeting held on Tuesday 27<sup>th</sup> June 2017 are a correct record– **RESOLVED**

**17F/090. 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/091. Review of monthly management accounts (to 30<sup>th</sup> June 2017)** – The committee discussed monies spent in the play area but that there is not a specific budget for this. The committee agreed to put this as an agenda item at the next full council meeting advising that we transfer £1000 from the CALF budget of £30,000 to the Play Area to cover these expenses. Resolution that the committee were satisfied that the management accounts are an accurate record - **RESOLVED**

**17F/092. Review of Bank Reconciliation to the end of June 2017** – Cllr McCarthy and RFO completed a bank reconciliation earlier on in the month (10<sup>th</sup> July 2017). It was suggested by the committee that we highlight those debtors who are 3 months or more late paying an invoice so further action can be taken. Resolution that the committee were satisfied with the report given - **RESOLVED**

**17F/093. Consider the implications of the new Data Protection Regulations when enacted** – The RFO had found some information online which details how the new regulations will affect the parish council and these were briefly discussed by the committee. The clerk, assistant clerk and RFO are planning to take part in a webinar run by SLCC which will give us more information on the steps that we need to take. This will then be fed back to the committee for further action.

**17F/094. Consider the use of sandboxing computers as a new way to counter hacking attacks** – Cllr Bolitho spoke about the potential benefits of sandboxing. The committee felt that we currently have good safeguards in place regarding our computers but agreed to review the acceptable use of IT policy at the next meeting.

**17F/095. Matters for consideration at the next meeting**

- Review the Acceptable use of IT policy
- Review of monthly management accounts (to 31<sup>st</sup> August 17)
- Review of monthly bank reconciliation (to 31st August 17)
- Data Protection Regulations

**17F/096. Date of next meeting** – Thursday 28<sup>th</sup> September 2017

**17F/097. Close of meeting** – 20.26

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