

MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge
On **Tuesday 25th April 2017**

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

17F/050. Chairman's introductions and Apologies – Cllr Mudd (Personal reasons)

17F/051. 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/052. Minutes - Resolution that the minutes from the committee meeting held on Thursday 30th March 2017 are a correct record – **RESOLVED**

17F/053. 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/054. Review of monthly management accounts (to 31st March 2017) – The committee reviewed the management accounts to the end of March 2017 – The committee were satisfied that this was an accurate record. The committee reviewed how capital items are shown on the management accounts and have agreed to put them in a section together when there has been a commitment to go ahead with the project.

17F/055. Review of Bank Reconciliation – Cllr McCarthy and RFO completed a bank reconciliation earlier on in the month (4th April) and again later in the month (21st April) the second meeting was to review changes due to end of year adjustments by the accountant (prepayments) and invoices received later but dated in the previous month. Resolution to treat invoices not received by the 31st March as arising in the next financial year for accounting purposes - **RESOLVED**

17F/056. Authorise and pay Cheffins invoice dated 31st March 2017 – Resolution to authorise and pay Cheffins invoice of £250 (inclusive of VAT) for professional advice regarding the Land adjacent to the access road to the recreation ground - **RESOLVED**

17F/057. Internal Audit feedback – The internal audit feedback was very positive. The auditor made some recommendations for future:

- to enhance the audit train use SAGE reference numbers for online transactions – the committee agreed that at the end of each month we will print out an online transactions list and label the payments with the corresponding invoice and SAGE reference.
- To update the Risk Assessment with the amended Fidelity Cover figure of £1,000.000 - (finance committee to recommend to full council)

- To ensure the b/f figure from the 2017 Annual Return are correct and that any restatement made on Boxes 2 and 3 2015 are incorporated - RFO to check that figures are entered correctly

17F/058. FLAC report for the Annual Parish meeting – Cllr Young has completed a first draft of the report and Cllr Morris has produced a short form summary of the end of year accounts to be included.

17F/059. Matters for consideration at the next meeting

- Review of monthly management accounts (to 30th April 17)
- Review of monthly bank reconciliation (to 30th April 17)

17F/060. Date of next meeting – Thursday 25th May

17F/061. Close of meeting – 8.55

Signed _____ (Chair) Date _____