

MINUTES of FLAC Meeting

Held at the Village Hall, Lambs Lane, Cottenham:

On Tuesday 26th June 2018

Present: Cllrs: Bolitho, Smith, Wilson, Young, RFO

18F/252. Chairman's introductions and Apologies – Cllrs Collinson (Personal), McCarthy (Work), Morris (another meeting) the committee accepted the apologies.

18F/253. 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/254. Minutes –Resolution that the minutes from the committee meeting held on Thursday 24th May 2018 be signed as a correct record. – **RESOLVED**

18F/255. 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/256. Management accounts for April and May 2018 - The committee reviewed the management accounts. Cllr Smith asked for the details regarding spending under nominal codes 7405 (Recreation ground general costs) and 7419 (Village hall cleaning costs) and it was noted that nominal code 7420 (Village hall deep clean) did not have a description – RFO to rectify. The committee requested that nominal 9361 (Village Hall and Nursery Pre-app) costs are taken from the appropriate reserve and shown in the balance sheet which RFO will action. There was also a request that the 'surplus in current year' line in the balance sheet is also shown in the P & L section. The committee also discussed a quarterly review of the management accounts to look at the budget against income and expenditure and whether transfers across budgets are required and need to be taken to full council. Resolution to carry out quarterly reviews to look at budget against income and expenditure – **RESOLVED**

18F/257. Consider format of the management accounts – Cllr Smith has asked that the Management accounts are presented so that they are easier to read (larger print) and has asked for an additional column to compare the spending this year to the previous year - RFO to action.

18F/258. Review of Bank Reconciliation to the end of May 2018 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (12th June 2018). The committee requested that any invoices to date that have come to the council be shown in the form of a spreadsheet at the finance meeting so that the committee have the information on payments before the full council meeting. It was noted that there are some invoices which might come in after the finance meeting which will be flagged up at the full council meeting.

18F/259. Consider the Parish Council banking arrangements – The committee looked at our current banking arrangements and discussed the balance in each account, the current interest rates and our cover under the FSCS (Financial Services Protection Scheme). Cllr Bolitho agreed to look at

our current protection under FSCS for two of our accounts and the RFO will do some further investigation into opening an additional bank account.

Cllr Morris arrived at 8.40pm

The committee also discussed the possibility of applying for a Multipay card, so that smaller items (currently purchased by the staff and put through as expenses) can be better organised and staff are not expected to pay up front for essential items. A maximum amount per transaction and a monthly credit limit will need to be agreed. The Financial Regulations will need amendment to reflect these changes – Cllr Morris will review this for the next meeting. There is a one-off charge of £50 to set this up and then a regular charge of £4 per month thereafter.

18F/260. Village Hall and Nursery Finance arrangements – The committee have recommended that there be essential communication between the Village hall working party and the finance committee so that finance arrangements and budgets are carefully considered.

18F/261. Risk Assessments update – The committee considered an annual review of our assets and how this might be arranged. Cllr Morris will draw up a draft schedule and bring to the next meeting.

18F/262. Consider Subject Access Requests and the identity verification process – The committee considered the Subject Access Request template detailed in the agenda pack and agreed that the document required further revision. They then considered the documentation required for verification – Cllr Smith will look at both the template and the verification process and bring back to the next meeting.

18F/263. Review the Document Retention Policy – There is a current Document Retention Policy in place which is working. The newly published template document needs further consideration to make sure that whilst working within the legal timescales that it relevant to our requirements. Cllr Smith and RFO will review the document and bring back to the next meeting.

18F/264. Review the Model Publication Scheme – The committee looked at the current document - RFO to review and bring to next meeting.

18F/265. Current expenditure for Tree works and Legal expenses – the committee agreed that the recent work completed on the parish trees was necessary. These budget lines will be considered at the next quarterly review.

18F/266. Authorise and pay Office Outlet invoice 003033486 dated 07/06/18 for expenses re ink cartridge and stationary items for the RFO – Resolution to authorise and pay £74.97 expenses to RFO - **RESOLVED**

18F/267. Matters for consideration at the next meeting.

- Review of monthly management accounts (for 30th June 18)
- Review of monthly bank reconciliation (to 30th June 18)
- Subject Access Request document – Cllr Smith
- Document Retention Policy – Cllr Smith and RFO
- Model Publication Scheme – RFO
- Update on drainage risks and potential expenditure. (after its been looked at by appropriate committee)
- Asset review process

18F/268. Date of next meeting – Thursday 26th July 2018

18F/269. Close of meeting – 9.20

Signed _____ (Chair) Date _____