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Cottenham | Parish  
Council

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 27<sup>th</sup> June 2017**

**To: Members of the Finance, Legal and Administration Committee (FLAC)**

You are hereby summoned to attend a Committee meeting  
To be held in the Village Hall, Lambs Lane, Cottenham, Cambridge  
**Tuesday 27<sup>th</sup> June 2017 at 7.30pm**

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**17F/074. Election of Chair**

**17F/075. Chairman's Introduction and Apologies for absence** – *(Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*

**17F/076. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations).*

**17F/077. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 25<sup>th</sup> May 2017 be signed as a correct record.

**17F/078. 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 to allow other people to also speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of the parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is a policy which must be followed.*

**17F/079. Review of monthly management accounts (to 31<sup>st</sup> May 2017)** – Cllr Young & RFO

**17F/080. Review of monthly bank reconciliation (to 31<sup>st</sup> May 2017)** – Cllr McCarthy & RFO

**17F/081. Consider electricity quotes from LSI** - RFO

**17F/082. Consider draft of our Equal Opportunities Policy** – Cllr Morris

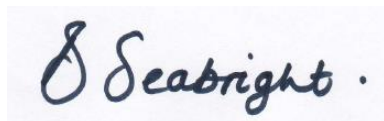
**17F/083. Consider money laundering issues** – Cllr Bolitho

**17F/084. Matters for consideration at the next meeting**

- Review of monthly management accounts (to 30<sup>th</sup> June 17)
- Review of monthly bank reconciliation (to 30<sup>th</sup> June 17)

**17F/085. Date of next meeting** – Monday 24<sup>th</sup> July 2017 (in the office)

**17F/086. Close of meeting** –



Debbie Seabright – RFO

20.06.17

Right Side Entrance, Community Centre

250a High Street, Cottenham, Cambridge, CB24 8RZ Tel: 07503 328401 Email: [rfocottenhampc@gmail.com](mailto:rfocottenhampc@gmail.com)

17F/077.

**DRAFT MINUTES of FLAC Meeting**

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge  
On **Thursday 25<sup>th</sup> May 2017**

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

The committee agreed that Cllr Ian Young will be chairing the FLAC meeting this evening and we will elect a chair at the next meeting.

**17F/062. Chairman's introductions and Apologies** – None

**17F/063. 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/064. Minutes** - Resolution that the minutes from the committee meeting held on Tuesday 25<sup>th</sup> April 2017 are a correct record – **RESOLVED**

**17F/065. 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/066. Review of monthly management accounts (to 30<sup>th</sup> April 2017)** – The committee reviewed the management accounts to the end of April 2017. The committee agreed that the items posted under other fees be moved to the correct codes so that trade waste costs are moved to recreation ground general costs and the Capalc membership is moved to subscriptions. It was also noted that the Year to date column and some of the percentages were not working in the spreadsheet, RFO to rectify. Otherwise the committee were satisfied that this was an accurate record.

**17F/067. Review of Bank Reconciliation to the end of April 2017** – Cllr McCarthy and RFO completed a bank reconciliation earlier on in the month (15<sup>th</sup> May 17) the committee were satisfied with the report given.

**17F/068. Consider our Freedom of information policy (adopted March 2013)** – The committee reviewed the policy. Resolution that we add £15 + VAT per hour for clerical time. - **RESOLVED**

**17F/069. Consider amendment to our Fidelity Cover figure in our risk assessment** – It was noted during our internal audit that although our insurance cover for our Fidelity cover is correct the figure recorded in our risk assessment was out of date. Resolution that the figure should match that of the insurance cover and the figure updated from £150,000 to £1,000,000 - **RESOLVED**

**17F/070. Consider extensions to our Equal Opportunities Policy** – The current policy is out of date. Cllr Morris will work on this and bring a draft to the next FLAC meeting for consideration by the committee.

**17F/071. Matters for consideration at the next meeting**

- Review of monthly management accounts (to 31<sup>st</sup> May 17)
- Review of monthly bank reconciliation (to 31<sup>st</sup> May 17)
- Consider draft of our Equal Opportunities Policy – Cllr Morris
- Consider money laundering issues – Cllr Bolitho

**17F/072. Date of next meeting** – Tuesday 27<sup>th</sup> June

**17F/073. Close of meeting** – 20.08

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

**17F/079. Review of Monthly management accounts (to 31<sup>st</sup> May 2017) – sent out separately.**

**17F/080. Bank reconciliation (reconciled on the 19/06/17)**

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£704,834.04	Cash at Bank (as of the 31 <sup>st</sup> May 2017)
-£27,896.71	creditors
+ £4920.40	Debtors
£681,857.73	Net balance on bank reconciliation

**+ VAT owed £3881**

**Minus: £2000 Accruals**

**Minus: £681 PAYE**

**Net assets: £683,057.73**

**Creditors**

- AJ King £3043.48
- BCS £89.40
- Cambridge Water Business £701.42
- Chubb £409.90
- CJ Murfitt £18,659.17
- Cottenham Community Centre £1300
- Cottenham Computer Services £40
- CSA Cleaning £124.63
- Debbie Seabright £9.97
- Green and Purple £60
- Kompan £80.40
- Mark Weatherhead £68.84
- Nick West £1238.63
- Old West Internal Drainage Board £77.04
- Play Safety £281.40
- Sam McManners £19.62
- Staples £199.48
- Target Print £369
- Wilby and Burnett £1124.33

**TOTAL £27,896.71**

**Debtors**

- Baby Clinic- £124.20
- Cottenham Colts – £1952.40
- CUFC - £1680

- Cottenham Day Centre - £150
- Debbie Wiltshire £30
- Debbie Prince £16.80
- Helena Haramis £30
- Jane Williams – £82.80
- Thurstons - £244.20 (OVERDUE)
- Katherine Barnwell - £180
- John Lawson Circus - £360
- Sharon Amiss-Gallant (deposit of £50 back after hire date)
- Skatepark £120

**TOTAL £4920.40**

## **17F/082. Draft Equal Opportunities Policy**

### **EQUAL OPPORTUNITIES POLICY STATEMENT**

*(Following input from CALF and Highways, the following draft is proposed to align with the Equality Act 2010 and introduce specific objectives – to be reviewed by FLAC on 27<sup>th</sup> June)*

Cottenham Parish Council is committed to Equality of Opportunity for all.

We therefore wholeheartedly accept our legal obligations under the Equality Act 2010, and other appropriate legislation and directives which make it generally unlawful to discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Cottenham Parish Council is committed to implementing Equality of Opportunity in carrying out all its various functions.

We are committed to the development of effective policy, strategy and standards, and to the introduction of monitoring and information systems to review and evaluate progress towards the achievement of Equality of Opportunity.

Cottenham Parish Council also recognises that whilst much can be achieved through the development of policies, practices and procedures to eliminate unlawful and unfair discrimination, real progress towards Equality of Opportunity requires a programme of action which involves the commitment and participation of all staff.

Four specific objectives have been set:

1. To work further to improve accessibility to Parish Council operated facilities - including the Play Areas, Public Open Spaces, SkatePark and Village Hall
2. To promote broader participation in Parish Council sponsored recreation and sporting activities at, for example, the Cottenham Festival
3. To provide a range of recreation and sports facilities and services to encourage broader participation by age and gender
4. To co-operate with others to improve accessibility of key village facilities and services - including GPs, library, Post Office, schools and shops – and, especially by routes used by residents of sheltered housing and Almshouses.

Equal Opportunities require a genuine commitment to the policy from everyone.

**COTTENHAM PARISH COUNCIL  
IS COMMITTED TO EQUALITY OF OPPORTUNITY**

*Adopted November 2013 Revised June 2017*