

MINUTES of FLAC Meeting

Held at the Village Hall, Lambs Lane, Cottenham:

On Thursday 27th September 2018 at 7.30

Present: Cllrs: Bolitho (chair), McCarthy, Morris, Wilson, Young, RFO, Clerk

18F/289. Chairman's introductions and Apologies – Cllr Collinson (personal) the committee accepted the apologies. Cllr Smith (Absent)

18F/290. 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/291. Minutes – Amendment to add 'chair' after Cllr Smiths name to identify him as the chairperson for the meeting. Resolution that the minutes from the committee meeting held on Tuesday 24th July 2018 (with the above amendment) be signed as a correct record – **RESOLVED**

18F/292. 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/293. Management accounts for August 2018 – The committee were satisfied that the management accounts are an accurate record.

18F/294. Review of Bank Reconciliation to the end of August 2018 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (10th September 18). The committee were satisfied that the Bank reconciliation is an accurate record. The committee requested that the cash at bank figure be separated to show the amount in each of our three accounts.

18F/295. Review section 1 of the Risk Register – The committee reviewed section 1 (summary) of the risk register and are satisfied that it is a suitable introduction to the risk register.

18F/296. To consider drafting a Grant policy for CPC – deferred

18F/297. To Review our Standing Orders – The committee looked at the proposed changes to our current standing orders and agreed that we would include only the mandatory orders stated in the NALC Model Standing Orders 2018 (England) and our document should reflect the order of the NALC document for ease of reference.

18F/298. Matters for consideration at the next meeting.

- Review of monthly management accounts
- Review of monthly bank reconciliation
- Budget planning
- Standing orders document – amended document to be presented
- Review section 2 of the Risk Register
- Grant policy

18F/299. Date of next meeting – Tuesday 23rd October

18F/300. Close of meeting – 8.17pm

Signed _____ (Chair) Date _____

