

## MINUTES of FLAC Meeting

Held at the Village Hall, Recreation ground, Lambs Lane, Cottenham, Cambridge  
On Thursday 28<sup>th</sup> September 2017

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

**17F/098. Chairman's introductions and Apologies** – Cllr Young (Personal)

**17F/099. 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/100. Minutes** - Resolution that the minutes from the committee meeting held on Monday 24<sup>th</sup> July 2017 are a correct record– **RESOLVED**

**17F/101. 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/102. Review of monthly management accounts (to 31<sup>st</sup> August 2017)** The committee were satisfied that the management accounts are an accurate record.

**17F/103. Review of Bank Reconciliation to the end of August 2017** – Cllr McCarthy and RFO completed a bank reconciliation earlier on in the month (19<sup>th</sup> September 2017). The committee were satisfied with the report given.

**17F/104. Review of security of moveable equipment owned by the Parish Council** – Cllr Bolitho spoke about how sports equipment (e.g. cricket equipment) is not secure or being stolen in some parishes. Cllr Morris has agreed to look at the current sports club agreements to see what arrangements are in place regarding insurance.

**17F/105. Review general balance of spending across main sections** – The committee looked at our previous budget figures across the main sections (see agenda pack) and have begun to think about whether these are appropriate going forward with planning the 2018-19 budget.

**17F/106. Budget – capital – probable future S.106 receipts** – The committee looked at some of the possible S106 contributions from Bellway, Gladman and Persimmon.

**17F/107. Budget planning – consider income in the next financial year** – to defer this item to the next meeting so we have half yearly figures available.

**17F/108. Consider overall level of Groundsman contract from Dec 2017** – The committee considered the current Groundsman maintenance schedule and considered increased responsibilities and the additional costs to reflect this extra scope of work. To be discussed at the next full council meeting.

**16F/109. Review the Acceptable use of IT policy** - Deferred

**17F/110. Authorise and pay Invoice 3353 (A Mappledorum) dated 18/09/17 for fitting and wiring of cabinet on the green for £1148.19 + VAT (total £1377.83) – Resolution to authorise and pay this invoice - RESOLVED**

**17F/111. Authorise and sign cheque for £275 + VAT (total £330) to Cambridgeshire County Council for Highways and Transport pre-application advice – Resolution to authorise and pay this cost – RESOLVED**

**17F/112. Matters for consideration at the next meeting**

- Review of monthly management accounts (to 30<sup>th</sup> September 17)
- Review of monthly bank reconciliation (to 30<sup>th</sup> September 17)
- Data Protection Regulations at a future meeting when more information available
- Budget planning
- Consider the business plan on the Village hall and Nursery

**17F/113. Date of next meeting – Monday 23<sup>rd</sup> October 2017 (in parish council office)**

**17F/114. Close of meeting – 20.50**

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