

Cottenham Parish Council
Finance, Legal and Administration Committee Minutes

Held in the Parish Office, Community Centre, 250a High Street, Cottenham
On **Tuesday 29th July at 7.15**

Present: Cllrs Young (Chair), Bolitho, Heydon, Morris, Mudd and Debbie Seabright (RFO)

14F/001. Chairman's introductions and Apologies - Cllr Leeks and Jo Brook (Clerk)

14F/002. Standing orders to be suspended- Any Questions from the Public or Press – One member of the public present. Discussion regarding changing rooms and the role of the Finance, Legal and Administration Committee and the Communities and Leisure facilities committee role with regards to this. Member of the public interested to hear the outcome regarding the Primary School Grant application.

14F/003. Standing Orders re-instated- Declarations of interest – To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – None

14F/004. Update on the review of banking arrangements – Agreement to apply for the following savings accounts in addition to the one that we already have with the Cambridge Building society:

- Cambridge County Bank 95 day notice account- investing approx. 80K
- Barclays Base rate reward account (instant access)- investing approx. 100k
- Nationwide Building society 95 day notice account.- investing approx. 80K

Following this, there was agreement for the Parish Council to apply for a current account with Unity Trust. These decisions will be presented for information purposes to the full council meeting on the 5th August. It was noted that any substantial future expenses need to be flagged up in advance so that notice can be given on savings accounts and monies transferred as required.

14F/005. To consider the Auditors report – The committee went through the 2013/14 internal audit report and the following actions are to be taken:

- To review Parish Council risk assessment documents. Current document to be circulated to committee members for comment and review at next committee meeting.
- Financial Regulations document to be reviewed by next committee meeting by Cllr: Heydon and Cllr: Morris for adoption at the next committee meeting.
- To hold hard copies of insurance documents, contracts and quarterly budget reports in the Parish Council office.

14F/006. Review of changing rooms project – Draft report, written by Cllr: Young regarding the review of the changing rooms project, presented to Finance, Legal and Admin committee (as requested by Cottenham Parish Council); to then be taken to the full council meeting on 5th August 2014.

Action: To establish the substance of the contract with Wilby and Burnett (Cllr Mudd and Cllr Morris), then to report to full council with a view to having an early meeting with Wilby and Burnett regarding high costs and amendments that can be made as a possible route forward through open discussion. Cllr: Young to make amendments to his report suggested by the committee and present to full council next week

14F/007. Skate park project – Cllr: Morris presented his findings with regard to the Skate Park. Committee agreement to spend 80K plus VAT (reclaimable) with possible additional costs of professional services (CDM) and Contract administrator (approx. 10K). To be presented to the full council at the next meeting.

If agreed grants to be applied for:

- Amy Cespa
- Big Lottery fund
- Wren. (Cllr: Morris) deadline 20th August.

14F/008. Grant application from Primary School – Application from the primary school seeking funding towards the costs involved with the Tour de Cottenham event. The contribution asked for is regarding road closure costs (signage etc). Cllr: Morris abstained from the discussion. Four councillors in favour of issuing grant. The committee approved a grant of £500. A note for the future is that grant applications should be made in advance rather than after the event.

14F/009. Exclusion of public – To exclude the public from the meeting because of the confidential nature of the business to be discussed.

14F/010. Contract for grounds maintenance (closed item)

14F/011. Matters for consideration at the next meeting –

- Risk Assessment review,
- Financial Regulations review
- Grant/S137 applications
- Review of Nick West contract
- Update on Skate Park
- Update on changing rooms
- Update on banking arrangements
- Calendar of events for the year

14F/012. Date of next meeting – 24th September 2014

14F/013. Close of meeting – 9.50pm

Signed _____ (Chair) Date _____