

MINUTES of FLAC Meeting

Held at the Village Hall, Lambs Lane, Cottenham:
On Thursday 29th March 2018

Present: Cllrs: Bolitho (Chairman) McCarthy Collinson, Wilson, RFO

18F/190. Chairman's introductions and Apologies – Cllrs Young (Work), Smith (Work)

18F/191. 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 – Cllr Collinson has a pecuniary interest re items 18F/183 and 18F/184. *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* – Cllr Collinson declared a pecuniary interest in items 18F/200 and left the room whilst these items were discussed.

18F/192. Minutes - Small spelling amendment in item 18F/186 from License to Licence. Resolution that the minutes from the committee meeting held on Monday 26th February be signed as a correct record. – **RESOLVED**

18F/193. 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.*

18F/194. Review of monthly management accounts (to 28th February 2018) - The committee reviewed the accounts and were satisfied that the management accounts are an accurate record.

18F/195. Review of Bank Reconciliation to the end of February 2018 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (20th March 2018). The committee were satisfied with the report given, the committee requested a brief description of what the creditors and debtors owe money for.

18F/196. Prepare for end of year accounts – FLAC recommends that we approve the creation of a £400,000 Capital Fund (CF) by viring necessary funds from the s106 Community Facility Reserve, other reserve and current surplus - **RESOLVED**

18F/197. Consider the Cottenham Library grant application for the annual summer reading challenge – The library has applied for a grant of £200 to fund the summer reading challenge for approximately 84 children. The committee considered the application and agreed that it is compliant with our financial regulations under item 16.2. The grant cannot be given for staff costs but can support workshops and material items. To go to full council for consideration.

18F/198. Consider draft of the grants/donations policy – deferred

18F/199. Review the risk register in line with new data protection rules – The committee considered amendments to our risk register. Item PM7 – Fidelity cover, is now amended to one million pounds in line with our insurance cover. Item SCP18 – injury caused by CPC trees – we have added that we are in the process of preparing a tree survey. Item CPA17 – Loss or Misuse of data – to add review of current procedures, councillor and staff awareness, information permissions from clients, Purging of unnecessary data.

18F/200. Feedback from RFO re grant to fund a 'Power House Games' at Cottenham Primary School – We are unable to offer a grant for a 'Power House Games' as the request does not fall within our rules.

18F/201. Matters for consideration at the next meeting.

- Review of monthly management accounts (to 31st March 18)
- Review of monthly bank reconciliation (to 31st March 18)
- Consider insurance implications in line with new data protection rules – Cllr Bolitho
- Inspections of fixed assets – Cllr Collinson
- Grants and Donations policy

18F/202. Date of next meeting – Tuesday 24th April 2018

18F/203. Close of meeting – 8.50

Signed _____ (Chair) Date _____