

DRAFT MINUTES of FLAC Meeting

Held at the Parish Council Office, 250a High Street, Cottenham:

On **Tuesday 30th January 2018**

Present: Cllrs: Bolitho, Collinson, Morris, Smith, Wilson, RFO

18F/160. Chairman's introductions and Apologies – Cllr McCarthy (work) and Cllr Young (work)

18F/161. 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

18F/162. Minutes - Resolution that the minutes from the committee meeting held on Monday 11th December 17 be signed as a correct record– **RESOLVED**

18F/163. 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/164. Review of monthly management accounts (to 31st December 2017) The committee were satisfied that the management accounts are an accurate record.

18F/165. Review of Bank Reconciliation to the end of December 2017 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (15th January 2018). The committee were satisfied with the report given. There is a suggestion that in the agenda pack we state when and who carried out the bank reconciliation.

18F/166. Update on the new Data Protection Regulations – RFO fed back information from a recent training day and some of the actions required for compliance with the new legislation which comes into force in May this year – The committee considered this information and felt that this should be included in our risk assessment. We also require more information on the role of Data Protection Officer as the information on this is not finalised as yet.

18F/167. Consider pay increase recommendations for staff – deferred as current offer declined by the unions.

18F/168. Review how we manage 10.1 and 10.5 of the financial regulations – 10.1 and 10.5 of the financial regulations (see agenda pack) does not relate to formal contracts or a works contracts where tenders have been sort. This relates to smaller works (currently over £25) and how we keep track of these commitments. It also relates to lawful purchases particularly in relation to trade accounts and the regular review of who uses them and passwords. Resolution that FLAC is recommending that the current figure of £25 in the financial regulations be raised to £100 and that we initiate an ordering system and that this be taken to the next full council meeting for consideration- **RESOLVED**

18F/169. Consider arrangements for year-end accounts – Resolution to appointment Green & Purple Ltd accountants to do our end of year accounts at £800 + VAT - **RESOLVED**

18F/170. Consider arrangements for internal audit – Resolution to appoint Heelis and Lodge to carry out our internal audit for 2018-19 for approximately £400 + VAT- **RESOLVED**

18F/171. Look at formulating a donations/grants policy for Cottenham Parish Council – the committee started to look at some of the items which should be included in the policy (prudent to include loan requests.) The committee also discussed the need to look at the criteria we will use to assess requests for monies and the FLAC and Full council's role in this process. The committee are keen that the policy be flexible and able to support a wide range of local projects.

18F/172. Update asset register to include Warg Bench New Goal posts and amend the 4 notices boards to 6 – FLAC agreed to add these items to the asset register.

18F/173. Matters for consideration at the next meeting.

- Review of monthly management accounts (to 31st January 18)
- Review of monthly bank reconciliation (to 31st January 18)
- Risk register to be updated in line with new data protection rules – at March meeting

18F/174. Date of next meeting – Monday 26th February 2018 (in the parish council office)

18F/175. Close of meeting – 8.55

Signed _____ (Chair) Date _____