

## MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge  
On Thursday 30<sup>th</sup> March 2017

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

**17F/029. Chairman's introductions and Apologies** – Cllr Bolitho (Work commitments), Cllr Mudd (Personal reasons) Cllr Young (Work Commitments)

**17F/030. Standing orders to be suspended- Any Questions from the Public or Press** – 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/031. 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

*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 regarding item 17F/041 as his wife is employed as a teacher at the primary school*

**17F/032. Minutes** - Resolution that the minutes from the committee meeting held on Tuesday 31st January 2017 and Tuesday 28<sup>th</sup> February are a correct record – **RESOLVED**

**17F/033. Review of monthly management accounts (to 28<sup>th</sup> February 2017)** – The committee reviewed the management accounts to the end of February 2017 - The committee were satisfied with the accounts.

**17F/034. To review the surplus in the current year** – The committee looked at the current years surplus in the management accounts which stands at £10,307 (at the end of February 17)

**17F/035. Consider suggested viring of funds between current account and reserves and between reserves** – By the end of March we will reallocate charges (45K Open Spaces, 58K Capital projects) against reserves.

**17F/036. To review the Asset register** – Cllr Morris has reviewed and updated the Asset register. The following items were added: Health walker/Play House/CCTV/Phone box/additional laptop and printers. Resolution to adopt the amended asset register - **RESOLVED**

**17F/037. Review of Bank Reconciliation (to 28<sup>th</sup> February 2017)** – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 28<sup>th</sup> February 2017), the committee accepted the report given.

**17F/038. Consider grant request of £200 from Cottenham Library for the Summer Reading Challenge** – The grant is requested so that the library in Cottenham can provide approx. 150 Cottenham children with the opportunity to take part in the Summer reading challenge. The committee recommends granting this request – to go to full council meeting.

**17F/039. Consider grant request of £200 from Cottenham Holiday Club** – The grant is requested so that the Christians together group can provide a holiday club for primary school age children to run

for 5 mornings during a week in the summer holidays. The committee recommends granting this request – to go to full council meeting.

**17F/040. Consider grant request of £250 from Cottenham Feast Committee** – The grant is requested to cover the insurance costs of the event. The committee recommends granting this request – to go to full council meeting.

**17F/041. Consider grant request of up to £1600 from Cottenham Primary School for Korfball equipment** – The grant is requested so that the school can purchase Korfball equipment for use both at the school and by local children’s groups. The committee were unable to discuss this. To go on next full council meeting

**17F/042. Consider how we proceed with Michelle Plowman debt** – The committee discussed the debt and the progress in trying to get this back. We have had no response from Michelle. Resolution to write the debt off in the accounts – **RESOLVED**

**17F/043. Consider appointment of Green and Purple Ltd to complete our year end accounts for £600 + VAT** – Resolution to appoint Green and Purple to complete our year end accounts - **RESOLVED**

**17F/044. Consider April 2017 pay award figures for clerk and RFO and consider placing assistant clerk and caretaker on the SCP scale** – The committee discussed this. Resolution to authorise the 1% pay rise for all Parish Council staff as from April 1<sup>st</sup> 2017 as recommended by SLCC - **RESOLVED**

**17F/045. Authorise and pay CamAlarms Ltd £105.00 + VAT (Invoice no: 54703 dated 28<sup>th</sup> Feb 17) for call out to the alarm at the pavilion** – The invoice was authorised and payment made using our online banking system.

**17F/046. Authorisation for us to appoint a shredding company to remove paperwork from the office** – We are currently having a sort out in the parish council office and have a lot of paperwork that needs safely disposing of. Resolution to employ Shred Station to remove old paperwork from the office - **RESOLVED**

**17F/047. Matters for consideration at the next meeting**

- Review of monthly management accounts (to 28<sup>th</sup> February 17)
- Review of monthly bank reconciliation (to 28<sup>th</sup> February 17)

**17F/048. Date of next meeting** – Tuesday 25<sup>th</sup> April

**17F/049. Close of meeting** – 20.35

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

