

AGENDA PACK
Finance, Legal and Administration committee
Thursday 15th December 2016

To: Members of the Finance, Legal and Administration Committee (FLAC)

You are hereby summoned to attend a Committee meeting
To be held in the Village Hall, Lambs Lane, Cottenham, Cambridge
Thursday 15th December 2016 at 7.30pm

AGENDA

The Public and Press are invited to attend

16F/164. Chairman's Introduction and Apologies

16F/165. 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.

16F/166. 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.

16F/167. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Monday 21st November 2016 be signed as a correct record.

16F/168. Review of monthly management accounts (to 30th November 2016) – Cllr Young & RFO

16F/169. Review of monthly bank reconciliation (to 30th November 2016) – Cllr McCarthy & RFO

16F/170. Consider legal advice regarding outstanding debt owed to Parish Council - RFO

16F/171. To review our reserves in relation to commitments, the proposed budget and funding for the Village Hall – Cllr Morris

16F/172. To authorise annual invoice payment to Smith and Saunders for web hosting for £80 + VAT (total £96) - RFO


16F/173. To authorise invoice payment to Melsop Farm for cost of reindeers at the carol concert for £350 + VAT (total £420) - RFO

16F/174. Matters for consideration at the next meeting

- Review of monthly management accounts (to 31st December 2016)
- Review of monthly bank reconciliation (to 31st December 2016)
- Budget planning

16F/175. Date of next meeting – Tuesday 3rd January (if needed)

16F/176. Close of meeting -



Debbie Seabright – RFO

Right Side Entrance, Community Centre

250a High Street, Cottenham, Cambridge, CB24 8RZ Tel: 07503 328401 Email: rfocottenhampc@gmail.com

8th December 2016

DRAFT MINUTES of FLAC Meeting

Held in the Parish Council Office, 250a High Street, Cottenham, Cambridge
On **Monday 21st November 2016**

Present: Cllrs: Bolitho, Collinson, McCarthy, Morris, Mudd, Young, RFO

16F/149. Chairman's introductions and Apologies – None

16F/150. Standing orders to be suspended- Any Questions from the Public or Press – Standing orders to be suspended

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16F/151. 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 Bolitho said he would not take part in the discussion during item 16F/158 as he is the treasurer for the Royal British Legion.

16F/152. Minutes - Resolution that the minutes from the committee meeting held on Tuesday 25th October 2016 are a correct record – **RESOLVED**

16F/153. Review of monthly management accounts (to 31st October 2016) – The committee reviewed the management accounts to the end of October 2016 - The committee were satisfied with the accounts. The committee did note that the gross wages costs for October were slightly higher than some of the previous months, this was due to additional hours worked by staff. It was suggested that the HR committee look at the process for claiming additional hours and to establish the range, scope and work load of individuals at staff appraisals.

16F/154. Review of monthly bank reconciliation (to 31st October 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st October 2016), the committee accepted the report given.

16F/155. Consider grant application letter from Fen Edge Community Association –

Proposal that we treat this application as a section 145 application (provision of entertainment) and to grant a donation of up to £1500 for a Jazz band on either the Saturday or Sunday evening. To be discussed at the next full council meeting on the 6th December.

16F/156. Likely end of year expenditure and assumptions for next year – The committee looked at likely end of year income and expenditure. To take this to the full council meeting in January 2017.

16F/157. Authorise payment to McVeigh Parker & Co Ltd – Proposal to pay invoice no 133157 dated 02/11/16 for £213.14 + VAT (total £256.08) for a gate for the Moat - **RESOLVED**

16F/158. Authorise payment to Royal British Legion – Proposal to make a donation to Royal British Legion for a remembrance Wreath - **RESOLVED**

16F/159. Consider tenders for work at Crowland's Manor site – Cllr Morris presented a tender report where six companies had tendered for the maintenance work at the Crowland's Manor site. The committee proposed that the contract be given to AJ King who produced a detailed and considered report on the scope of work he will be undertaking and was best value for money.

16F/160. Consider legal advice regarding outstanding debt owed to the Parish Council – Cllr Morris has contacted King and Co Solicitors regarding this debt to the Parish Council. The solicitors is undertaking some work to establish whether the debt is an individual debt or a business debt, when this has been established we will discuss what further action is to be taken at the next meeting.

16F/161. Matters for consideration at the next meeting –

- Management accounts to 31st November 2016
- Bank reconciliation to 31st November - Cllr McCarthy/RFO
- To look at our reserves in relation to the Village Hall costs
- Consider legal advice regarding outstanding debt owed to the Parish Council

16F/162. Date of next meeting – Thursday 15th December

16F/163. Close of meeting – 21.32

Signed _____ (Chair) Date _____

16F/168. Management accounts – sent out separately.

16F/169. Bank reconciliation (to the end November 16)

Council's Bank Accounts at end of November 16 were reconciled to our Sage system and are in order.

In summary:

£670,823.23	Cash at Bank
-£12,748.00	creditors
+ £5930.00	Debtors
£664,005.23	Net balance on bank reconciliation

+ VAT owed £2550

+ Prepayments £1300

Minus: £2000 Accruals

Minus: £653 PAYE

Net assets: £665,202.23

Creditors

AGB Environmental

BC Group

BCS

Cambridgeshire Cricket Ltd

Cambridge Van Leyden

Cambridge Water Company

CSA

Dean Minter

Debbie Seabright

Green and Purple Ltd

Mark Weatherhead

MTC engineering

Nick West

Southern Electric

Staples

TOTAL £12,748.40

Debtors

Cottenham Day centre

Jane Williams

John Thurston (Electricity costs)

Michelle Plowman

TOTAL £5929.61

