

AGENDA PACK
Finance, Legal and Administration committee
Monday 21st November 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 Parish Council office, 250a High Street, Cottenham
Monday 21st November 2016 at 7.30pm

AGENDA

The Public and Press are invited to attend

16F/149. Chairman's Introduction and Apologies

16F/150. 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/151. 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/152. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 25th October 2016 be signed as a correct record.

16F/153. Review of monthly management accounts (to 31st October 2016) – Cllr Young & RFO

16F/154. Review of monthly bank reconciliation (to 31st October 2016) – Cllr McCarthy & RFO

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

16F/156. Budget planning - Likely end of year expenditure and assumptions for next year – RFO

16F/157. Authorise payment to McVeigh Parker & Co Ltd (Invoice no:133157 dated 02/11/16) for £213.40

+ VAT (total £256.08) for a gate for the Moat -RFO

16F/158. Authorise payment to Royal British Legion Appeal fund for Wreath for £35.00 - RFO

16F/159. Consider tenders for work at Crowland's Manor site – Cllr Morris

16F/160. Consider legal advice regarding outstanding debt owed to Parish Council by Michelle Plowman –

RFO

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

- Review of monthly management accounts (to 30th November 2016)
- Review of monthly bank reconciliation (to 30th November 2016)
- Budget planning

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

16F/163. 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

15th November 2016

DRAFT MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge
On **Tuesday 25th October 2016**

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

16F/136. Chairman's introductions and Apologies – Cllr McCarthy (Unwell)

16F/137. 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 – two members of the public were present from the Fen Edge Community Association (FECA) committee to support the FECA grant application to be considered this evening (item 16F/142).

16F/138. 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

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16F/139. Minutes - Resolution that the minutes from the committee meeting held on Tuesday 27th September are a correct record – **RESOLVED**

16F/140. Review of monthly management accounts (to 30th September 2016) – The committee reviewed the management accounts to the end of September 2016 - The committee were satisfied with the accounts.

16F/141. Review of monthly bank reconciliation (to 30th September 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 30th September 2016), the committee accepted the report given by the RFO. Some discussion regarding outstanding payments due to us from Michelle Plowman, RFO and Cllr Morris have emailed Michelle but have had no response. Actions to be taken in pursuing these overdue rent payments need to be added as an item for the next full council meeting.

16F/142. Consider S137 grant applications – There were four grant applications considered:
Fen Edge Community Association (FECA) –Proposal that we treat this application as a section 145 application (provision of entertainment) and to be considered at a later date subject to a request from FECA - **RESOLVED**. *Cottenham Mobile Warden Scheme* – Proposal that we treat this application under the Transport act 1985 (Section 106a) with the recommendation of approval for the amount requested of £1500 - **RESOLVED**. *Cottenham Primary PTCA* – Cllr Collinson declared a pecuniary interest and left the room for the discussion. We need to have more information on the type/design of cover planned and the lifespan of the structure. Defer pending further info. Cllr Collinson re-

joined the meeting. *Over Day Centre* – Taking account of their financial position recommendation to make a grant to Over Day Centre - **RESOLUTION FAILS**

16F/143. Likely end of year expenditure and assumptions for next year – The committee looked at the management accounts at our financial position at the half yearly point. RFO will put together a spreadsheet to look at each area of income/expenditure with budget set for this financial year, year to date figures and suggested figure for the next financial year to be considered further at the next FLAC meeting.

16F/144. Consider expenditure request from Community and Leisure facilities (CALF) and Highways – The Community and Leisure facilities committee have proposed the figure of £107,000 expenditure in the next financial year. The Highways committee have proposed the figure of £30,000 expenditure for the next financial year. To be considered further at the next FLAC meeting.

16F/145. The pros and cons of various methods of project capital financing – The committee discussed various ways in which we could look at financing capital projects. This will be discussed in more detail over the coming months.

16F/146. The risks in various possible Neighbourhood plan projects – There are a number of proposals in the neighbourhood plan for possible future development. Cllr Morris talked about how we need to be aware of the risks involved in each proposal. These discussions will be taken to a full council in due course.

16F/147. To investigate the appointment of an ‘authorised officer’ or PCSO to enforce dog fouling rules by ensuring that dog walkers have bags on them to clean up their own dog waste – It was decided to take this to the full council meeting

16F/148. Matters for consideration at the next meeting –

- Management accounts to 31st October 16
- Bank reconciliation to 31st October 16 – Cllr McCarthy/RFO
- Budget planning 2017-18

16F/149. Date of next meeting – 21.11.16 (in the office as a Monday)

16F/150. Close of meeting – 21.50

Signed _____ (Chair) Date _____

16F/153. Management accounts – sent out separately.

16F/154. Bank reconciliation (to the end October 2016)

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

In summary:

£687,598.82	Cash at Bank
-£11,600.04	creditors
+ £7998.31	Debtors
£683,997.09	Net balance on bank reconciliation

+ VAT owed £1190

+ Prepayments £1300

Minus: £2000 Accruals

Minus: £686 PAYE

Net assets: £683,801.09

Creditors

360 Traffic Data Collection

AJ King

BC Group

BCS

Calor Gas

Cambridgeshire District Council

Cottenham Community Centre

Debbie Seabright

DRE pest control

Green and Purple Ltd

HFE signs

Hodgson & Hodgson Ltd

MTC engineering

Peter Boyden

Travis Perkins

Wheelscape skateparks

TOTAL £11,600.04

Debtors

AG First Aid Training

Two Mill Fields Allotments

Baby Clinic

Cosworth Group

Cottenham United Sports and Social Club

Cottenham Day centre

Debbie Prince

Jane Williams

Michelle Plowman (over 3 months in arrears) £4399.20 + 20%

TOTAL £7998.31