

DRAFT MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge

On **Thursday 1st September 2016**

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

16F/106. Chairman's introductions and Apologies – No apologies

16F/107. 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

16F/108. 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. No declarations

16F/109. Minutes - Resolution that the minutes from the committee meeting held on Tuesday 28th June are a correct record – **RESOLVED**

16F/110. Review of monthly management accounts (to 31st July 2016) – The committee reviewed the management accounts to the end of July 2016 - The committee were satisfied with the accounts.

16F/111. Review of monthly bank reconciliation (to 31st July 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st July 2016), the committee accepted the report given by Cllr McCarthy.

16F/113. Review of Asset register – Cllr Morris presented the current asset register. Some additional items which need to be included are additions to the play area (play house) and the Walker on Tenison manor. A cooker, dishwasher, fridge, tables and chairs have also been purchased in the last year. Some play kit has been disposed of valued at approximately £1500. To be discussed further at the next finance meeting.

16F/114. Review of Risk assessment document – Cllr Morris presented the current risk assessment. Some additional items which need to be considered are that in the future we are looking at taking responsibility for the surface water drains from the Tenison manor estate to Broad lane, the balancing pond and the little cut subject to certain conditions. Zurich insurance have been contacted and state that all land owned or managed by the Parish council is covered under public liability as long as regular risk assessments are carried out. To be discussed at the next finance meeting.

16F/115. Consider quote for insurance renewal – The committee discussed the insurance quote from Zurich for the coming year. Resolution to accept the renewal premium of £3255.23 and allow Cllr Mudd to contact Zurich to advise them on the additional items purchased and agree the overall premium - **RESOLVED**

16F/116. Review External audit report from PKF Littlejohn – The report states that the information in the annual return is in accordance with proper practices and that no matters have come to their attention giving cause for concern. Their report indicates two points for further consideration under

the except for matters: Firstly, that the assets have been revalued to current market value and that they should be recorded at their original cost and no adjustment is required until disposal. They do however point out that next year the Annual Return includes a change in respect of this and authorities may in future use any reasonable valuation method. Secondly the annual return had not restated the prior year figures in Boxes 2 and 3 as reported in our prior year, these figures should have read £237,641 and £155,295 respectively.

16F/117. Deadline for S137 donation requests - Date has been fixed (11th October 2016), it has been advertised on the notice board, on the website and in the Cottenham newsletter.

16F/118. Consider the additional work advised by BCS payroll to get administration of the pension scheme up to date – We received an email from BCS regarding our pension. They state that under auto enrolment legislation one of the most important factors is the record keeping aspect and in order to comply with this legislation we need to restore the payrolls back to April to set up the scheme correctly and rerun all the payrolls again. They warn that failure to sort this out now could lead to penalties being incurred for non-compliance so it is important we deal with this as soon as possible. They have sent us some information on the legislation behind this. RFO to go back and check with BCS the ongoing costs in relation to this and discuss at the next meeting.

16F/119. Consider income section of the budget for 2017-18 – The committee had a provisional look at the Parish council income as part of next year's budget.

16F/120. Matters for consideration at the next meeting –

- Management accounts to 31st August 16 – Cllr Young
- Bank reconciliation to 31st August 16 – Cllr McCarthy/RFO
- Review of the Asset register
- Review of Risk assessment
- Pension work by BCS payroll
- Budget planning 2017-18

16F/121. Date of next meeting – 27th September

16F/122. Close of meeting – 20.58

Signed _____ (Chair) Date _____

