

DRAFT MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge
On **Thursday 24th May 2016**

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

16F/070. To elect the Chairman of the Finance and Administration Committee – Resolution to elect Cllr Young as chairman - **RESOLVED** (Cllr McCarthy arrived at 7.36pm)

16F/071. Chairman's introductions and Apologies – Cllr Young (Work commitments)

16F/072. 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/073. 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/074. Minutes - Resolution that minutes from the committee meeting held on the Thursday 28th April are a correct record – **RESOLVED**

16F/075. Review Terms of reference for the Finance and Administration committee – The committee reviewed the Terms of reference for the committee and it was agreed to insert the word 'normally' in relation to the timescale of the minutes being produced and published after the meeting (within 3 days). To take this item to the next full council meeting for approval.

16F/076. Review of monthly management accounts (to 30th April 2016) – The committee reviewed the management accounts to the end of April 2016, the committee were satisfied with the accounts. Cllr Morris asked that the S106 monies be split into the 3 categories in the management accounts.

16F/077. Review of monthly bank reconciliation (to 30th April 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 30th April 2016), the committee accepted the report given by Cllr McCarthy and RFO.

16F/078. Review End of year accounts for 2015-16 – The committee considered a draft of the year end accounts 15-16, some minor typos to be corrected otherwise the committee are satisfied with the document.

16F/079. Review financial regulations for procedures relating to internet banking – The committee reviewed the financial regulations to check that they allow the Parish Council to start using internet banking, the committee was satisfied that the regulations cover us for internet banking.

16F/080. Review report from the internal auditor – A positive internal audit report from the internal auditor who came on the 10th May 2016. Recommendations include removal of reference to The Power of Wellbeing from our Standing orders and to amend the Standing orders and Financial Regulations to reflect the Public Contracts Regulations 2015. Also a recommendation from the

auditor to increase our fidelity cover. Resolution to increase the Parish Council fidelity cover to £650,000 – **RESOLVED** RFO to contact insurance company to action change.

16F/081. Review financial regulations to reflect the Public Contracts Regulations around tendering for contracts (11.1b) as recommended by our internal auditor – The committee reviewed section 9.10 re King George’s field charity and banking implications. The committee also looked 11.1b of the Financial Regulations and have changed the figure of 60,000 to 25,000 in line with Public Contracts Regulations. In addition 11.1g and 11.1h need reformatting because of an earlier deleted item. Resolution to take these changes to full council for approval - **RESOLVED**

16F/082. Review Standing orders with a view to remove reference to the power of wellbeing and to reflect the public contract regulations 2015 around tendering for contracts as recommended by our internal auditor – The committee reviewed the Standing orders document and removed Section 25a, 25b and 25c (Power of Wellbeing) and Section 30b was changed from 60,000 to 25,000 in line with Public Contracts Regulations around tendering for contracts. Resolution to take these changes to full council for approval - **RESOLVED**

16F/083. Review payroll arrangements as we have a change of provider and if in agreement to sign letter of engagement – Green and Purple Ltd are no longer providing payroll services and last month BCS carried out our payroll needs. The charges for this service are £28 + VAT each month for up to 5 employees. Resolution to engage BCS to carry out the Parish council payroll – **RESOLVED**. Letter of engagement signed.

16F/084. To consider extending CPC’s Public Liability and Personal Accident cover to include litter picks – Cllr Mudd proposed that we extend the Parish Council public liability and personal accident cover for £28.32 and £40.01 respectively – **RESOLVED**. RFO to contact insurance company to action changes.

16F/085. Consider donation request from Relate Cambridge – Relate have made a request of £500 for financial support of their service. The committee felt that we are unable to support this charity as the charity is not Cottenham based and it does not relate to a specific project.

16F/086. Annual stock checks – Section 13.4 of the financial regulations state that the clerk or RFO are responsible for periodic checks of stocks with an aggregate value above £250 at least annually. Currently we don’t hold stocks that exceed the value of £250.

16F/087. Matters for consideration at the next meeting –

- Management accounts to 31st May 16 – Cllr Young
- Bank reconciliation to 31st May 16 – Cllr McCarthy/RFO

16F/088. Date of next meeting – Thursday 28th June 2016

16F/089. Close of meeting – 9.14pm

Signed _____ (Chair) Date _____

