

**DRAFT MINUTES**  
**Cottenham Parish Council**  
**Finance, Legal and Administration Committee Minutes**

Held in the Village Hall, Lambs Lane, Cottenham  
On **Tuesday 28<sup>th</sup> April 2015**

**Present:** Cllrs: Young, Bolitho, Morris, Mudd, Heydon, RFO

**15F/071. Chairman's introductions and Apologies** – None

**15F/072. Standing orders to be suspended- Any Questions from the Public or Press** – No Public or press present

**15F/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 - none

**15F/074. Minutes** – Minutes from the committee meeting held on the Thursday 26<sup>th</sup> March are a correct record – **RESOLVED**

**15F/075. Update on the Changing rooms project** – Cllrs Mudd & Morris have a meeting with the contractors next week followed by a site visit. The work is progressing on time and on budget. Consideration is being given to the emergency access road and how this is to be constructed. Durman Stearn have completed phase 1, C J Murfitt took over the site post-Easter as phase 2 began. Some phase 1 work deferred to minimise conflict with SkatePark construction. Second monthly cycle of grant claims in hand. Second VAT claim has come through.

**15F/076. To authorise the Durman Stearn Invoice payment** – Resolution to authorise payment for invoice 06571 dated 01/04/15 for £42,216.45 + VAT (£8443.29) - **RESOLVED**

**15F/077. Update on the Skate Park project** - Work started on the 9<sup>th</sup> April, there have been some attendance issues and site safety which are being looked at. The work on the power cable has started. Completion date due in mid-June. Final call put out for existing kit otherwise it will be scrapped.

**15F/078. Review of monthly Management accounts** – The committee looked at the management accounts to 31<sup>st</sup> March 2015. The committee have asked for consistency of details between the management accounts and end of year document in terms of understanding the detail under each heading. In addition to keep the year to date percentage column in the management accounts going into the next year.

**15F/079. Review of monthly Bank Reconciliation** - Cllr Morris and RFO completed a bank reconciliation on the 23<sup>rd</sup> April 2015, the committee accepted the report given by Cllr Morris and RFO.

**15F/080. Review current Direct Debits and Standing Orders** - Cllr Morris detailed our current Direct Debits, these were to the committees satisfaction.

**15F/081. Review of accounts for the year ended 31<sup>st</sup> March 2015** – The committee have asked for consistency of details between the end of year document and the management accounts in terms of understanding the detail under each heading. The committee felt that there were no surprises in the first draft of the end of year document. There is a meeting scheduled on Thursday 30<sup>th</sup> April with Cllr Morris, RFO and our accountant in attendance to continue this process.

**15F/082. Annual report from the FLAC committee for the Annual meeting** – Cllr Young produced a first draft of this report and asked for contributions from the committee. The committee felt that the draft version covered all the aspects of the work of the committee and were happy for this to be presented at the Annual meeting. Resolution that the committee agree that this report be presented at the Annual meeting - **RESOLVED**

**15F/083. Review the Town Ground rent** - This relates to land in Cottenham (5 ½ acres) once owed by a charity. In the 1930's this land became the responsibility of the Parish council. In 1990 the land was rented out to T F Gawthrop. Currently the rent is 6 monthly payments of £120. Resolution to give notice that with effect from September 2016 that the rent be increased in line with agricultural

rents – **RESOLVED** Cllr Bolitho will investigate new rental prices and RFO to send letter to T F Gawthroup.

**15F/084. Local government transparency code** – Local government have listed recommendations for transparency within Parish councils. The council are fairly compliant but there are some specific areas that need a bit more attention during 2015. 1. Monthly published list of expense items above £500 including date, beneficiary, purpose amount and category 2. Published list re placement of tender requests/contracts above £5000/£500 3. Annual published list of building and land assets including area. 4. Annual published list of S137/S145 grants including date, beneficiary, purpose, amount 5. Annual published list of controlled parking spaces 6. Annual publication of organisation chart 7. Annual publication of constitution

**15F/085. Parish Council equipment for Auction** – The committee agreed that the Gang mower and rotary mower could be sold via an online auction site

**15F/086. Council to consider paying to keep street lamps lit at night** – It was felt by the committee that the Parish Council needs to plan our response to Cambridgeshire County council when more detail is available.

**15F/087. Consider the purchase of new Laptops for the clerk and RFO up to the budgeted amount of £2000** – Resolution to purchase 2 new laptops for the Clerk and RFO to the total value of a maximum £1000 including software - **RESOLVED**

**15F/088. Consider the purchase of a new printer for the office** – Resolution to purchase a black and white laser printer to the maximum cost of £500 - **RESOLVED**

**15F/089. Consider that FLAC recommends to Council that at least a majority of serving parish councillors become Trustees of the King Georges Field Cottenham Charity** – Recommendation from FLAC committee that the majority of current Parish Councillors also act as charity trustees – Cllr Morris will look at the responsibilities of trustees.

**15F/090. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed.

**15F/091. Consider tendering arrangement for caretaking and cleaning of recreation ground buildings** - Cllrs Mudd & Morris have met with the current caretaker/cleaner of the village hall. The committee need to consider how the new changing room building is cleaned and maintained from approximately September 2015. The proposal is to enter into a contract with current cleaner to continue cleaning the village hall but at a later date that a tender for cleaning and caretaking goes out for both the village hall and New Changing Rooms

**15F/092. Matters for consideration at the next meeting –**

- Changing room's project Cllr Mudd and Morris
- Skate Park project – Cllr Morris
- Review of management accounts (standard item) Cllr Young
- Bank rec (standard item) – Cllr Morris
- Insurance reassessment – Cllr Mudd
- IT policy – Cllr Bolitho
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**15F/093. Date of next meeting** – Thursday 21<sup>st</sup> May

**15F/094. Close of meeting** – 9.15

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