

**To: Members of the Finance, Legal and Administration Committee**  
You are hereby summoned to attend a Committee meeting  
To be held in the Parish Office, Community Centre, 250a High Street, Cottenham on  
**Wednesday 22th October 2014 at 7.15pm**

### **AGENDA**

The Public and Press are invited to attend

**14F/038. Chairman's Introduction and Apologies**

**14F/039. 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.*

**14F/040. 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.*

**14F/041. Minutes** – to resolve that the minutes (circulated to members) of the Committee meeting held on 24<sup>th</sup> September be signed as a correct record.

**14F/042. To consider an updated Risk assessment** - Cllr Morris

**14F/043. To consider recommendations for adoption of revised Financial Regulations** – Cllrs Morris & Heydon

**14F/044. Bank forms need signing** – to sign forms for Cambridge Building society and Lloyds to change the signatory arrangements.

**14F/045. Update on Changing room Project** – Cllr Morris

**14F/046. Update on Skate Park Project** – Cllr Morris

**14F/047. External Audit** – to consider the feedback from the external audit

**14F/048. Sports & Social Club agreement which runs out at the end of March 2015** – Clerk

**14F/049. Buildings insurance premium – charge to tenants** – Cllr Mudd

**14F/050. Insurance – property sums insured – consider adequate or otherwise** – Cllr Mudd

**14F/051. To consider procuring additional accounting support for capital project finance**

**Management and VAT registration and management** – Cllr Morris

**14F/052. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed

*It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.*

**14F/053. Groundsman contract (closed item)** – to consider progression of contract negotiations

**14F/054. Matters for consideration at the next meeting**

**14F/055. Date of next meeting**

**14F/056. Close of meeting**

Debbie Seabright – RFO  
Right Side Entrance, Community Centre  
250a High Street, Cottenham, Cambridge, CB24 8RZ  
Tel: 07503 328401  
[clerk@cottenhampc.org.uk](mailto:clerk@cottenhampc.org.uk)

15<sup>th</sup> October 2014