

**To: Members of the Finance, Legal and Administration Committee (FLAC)**

You are hereby summoned to attend a Committee meeting

To be held in the Village Hall, Lambs Lane, Cottenham on

**Thursday 25<sup>th</sup> June 2015 at 7.15pm**

**AGENDA**

The Public and Press are invited to attend

**15F/114. Chairman's Introduction and Apologies**

**15F/115. 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.*

**15F/116. 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.*

**15F/117. Minutes** – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 26<sup>th</sup> May be signed as a correct record.

**15F/118. Update on the Changing rooms project** – Cllr Morris & Mudd

**15F/119. To authorise C.J Murfitt Ltd invoice payment for £34331.14 + VAT £6866.23  
Totalling £41197.37** – Cllr Morris

**15F/120. Update on the Skate park project** – Cllr Morris

**15F/121. To authorise Wheelscape invoice payment for £25985.75 + VAT £5197.16  
Totalling £31182.90** – Cllr Morris

**15F/122. To authorise Anglian Water payment for £176 + VAT £35.20 Totalling 211.20** –  
Cllr Morris

**15F/123. Review of monthly management accounts** – RFO

**15F/124. Review of monthly bank reconciliation (to May 31<sup>st</sup> 2015)** – Cllr Morris

**15F/125. Consider who will undertake the responsibility of checking the bank  
reconciliation each month** – Cllr Morris and RFO

**15F/126. Insurance reassessments – Consider recent valuations of Parish council  
Buildings and Parish council insurance due for renewal in September 2015** – Cllr  
Mudd and Morris

**15F/127. Review of Internal Audit report** – Cllr Morris and RFO

**15F/128. Town ground rent – Consider obtaining quote to grade and value the land** – Cllr  
Bolitho

**15F/129. Consider formulating an IT policy for the Parish council** – Cllr Morris

**15F/130. Sponsorship of bench outside of post office** – Cllr Bolitho

- 15F/131. Consider the use of a separate sponsorship bank account – Cllr Bolitho**
- 15F/132. Consider FLAC meeting arrangements for August 2015 – RFO and Cllr Morris**
- 15F/133. Consider implications of CPC now being sole trustee of King George V Charity – Cllr Morris**
- 15F/134. Exclusion of public** - To exclude the public from the meeting because of the confidential nature of the business to be discussed.
- 15F/135. Office space for the Parish Council – Cllrs Morris and Mudd**
- 15F/136. Consider Pension arrangements for the Parish council staff – Cllr Bolitho & RFO**
- 15F/137. Consider the RFO purchasing second hand computer from the Parish Council – RFO**
- 15F/138. Matters for consideration at the next meeting**
- 15F/139. Date of next meeting –**
- 15F/140. Close of meeting**

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17<sup>nd</sup> June 2015