

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 14th November 2017

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, Recreation Ground, Lambs Lane, Cottenham on:

Tuesday 14th November 2017 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

17F/134. Chairman's Introduction and Apologies for absence – *(Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*

17F/135. To accept Declarations of Interest and Dispensations – *i. To receive disclosures of pecuniary and other interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations).*

17F/136. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Monday 23rd October 2017 be signed as a correct record.

17F/137. Public Participation – 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 to allow other people to also speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of the parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is a policy which must be followed.*

17F/138. Review of monthly management accounts (to 31st October 2017) – Cllr Young & RFO

17F/139. Review of monthly bank reconciliation (to 31st October 2017) – Cllr McCarthy & RFO

17F/140. Budget planning – consider likely income and sources (e.g. Kids Club agreement, Sports Club agreements, Hirings, etc) for 2018/19 – RFO

17F/141. Budget planning – Consider likely expenditure across broad revenue headings (e.g Admin, Open Spaces, CALF, Highways, Shared Services, Youth, Pavilion, Village Hall and Play area) in 2018/19 – RFO

17F/142. Consider grant applications - RFO

17F/143. Consider likely capital expenditure and funding


17F/144. Review IT Policy – Cllr Bolitho

17F/145. Matters for consideration at the next meeting

- Review of monthly management accounts (to 30th November 17)
- Review of monthly bank reconciliation (to 30th November 17)
- Consider the implications of the new Data Protection Regulation when enacted

17F/146. Date of next meeting – Monday 11th December

17F/147. Close of meeting –



Debbie Seabright – RFO

07/11/17

Right Side Entrance, Community Centre

250a High Street, Cottenham, Cambridge, CB24 8RZ Tel: 07503 328401 Email: rfocottenhampc@gmail.com

DRAFT MINUTES of FLAC Meeting

Held at the Parish Council Office, 250a High Street, Cottenham, Cambridge
On **Monday 23rd October 2017**

Present: Cllrs: Bolitho, Collinson, Morris, RFO

17F/115. Chairman's introductions and Apologies – Cllr Wilson (Personal), Cllr Young (Personal)

17F/116. To accept Declarations of interest and Dispensations

To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – no disclosures

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

17F/117. Minutes - Resolution that the minutes from the committee meeting held on Thursday 28th September 2017 are a correct record– **RESOLVED**

17F/118. Public Participation – 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.*

17F/119. Review of monthly management accounts (to 30th September 2017) The committee were satisfied that the management accounts are an accurate record.

17F/120. Review of Bank Reconciliation to the end of September 2017 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (16th October 2017). The committee were satisfied with the report given.

17F/121. Authorise Invoice from Designs on Metal (Invoice number: 3367 Dated: 12/09/17) for £4000 + VAT (Total £4800) for part payment of new stainless steel altar rail panes for the church – The committee authorised the invoice and payment will be made.

17F/122. Authorise Invoice from PKF Littlejohn (Invoice number: SB20171886 Dated: 26/09/17) for £951 + VAT (Total £1141.20) for External Audit services – The committee authorised the invoice and the payment will be made.

17F/123. Authorise Invoice from Wilby and Burnett (Invoice number: 12641/3202 Dated: 28/09/17) for £920 + VAT (Total £1104.00) for Architectural and quantity surveying services re access road to the Village Hall – The committee authorised the invoice and the payment will be made.

17F/124. Authorise Invoice from SLCC (Invoice number: 123841 Dated: 30/09/17) for £77.60 + VAT (Total £78.40) for Local Council administration book (10th edition) – The committee authorised the invoice and the payment will be made.

17F/125. Authorise Invoice from The Soccer Store (Invoice number:100088569 Dated: 10/10/17) for £2180 + VAT (Total £2616) for Aluminium Easylift Goals – The committee authorised the invoice and the payment will be made.

17F/126. Review our processes for agreement regarding extra expenditure or contract extensions – the committee reviewed our process and are happy with our current procedures.

17F/127. Budget planning – consider likely income and sources (e.g. Kids Club agreement, Sports Club agreements, Hirings, etc) for 2018/19 – The committee reviewed our income from the last 6 months and began to look ahead and consider the possible income in the coming financial year.

17F/128. Budget planning – Consider likely expenditure across broad revenue headings (e.g Admin, Open Spaces, CALF, Highways, Shared Services, Youth, Pavilion, Village Hall and Play area) in 2018/19 – The committee looked at our expenditure over the last 6 months and began to look ahead and consider the budget for expenditure in the coming financial year.

17F/129. Consider any contracts and direct debit arrangements that need competitive review during 2018/19 – The committee reviewed all our current contracts and Direct Debit arrangements (see Agenda pack for list). The RFO has written a letter to terminate contract with PHS. We need to monitor deliveries from Browns of Burwell in light of the Village hall situation. We need to check the Calor gas and O2 Sim card contracts.

17F/130. Consider likely capital expenditure and funding (e.g. Community Centre, KGV Road, Car Park, Pavements, Zebra Crossing, Village Hall, Nursery, Medical Centre in 2018/19 - The grant for the Community Centre is already agreed for £13,000. KGV road access to recreation ground will need further consideration in advance of the new Village Hall. The council are hopeful that the pavement improvements will go ahead in the current financial year. A Zebra crossing will be considered next year. The new Village Hall costs need further consideration. In the next financial year the council may look further into the possibility of a medical centre for Cottenham.

17F/131. Matters for consideration at the next meeting

- Review of monthly management accounts (to 31st October 17)
- Review of monthly bank reconciliation (to 31st October 17)
- Data Protection Regulations at a future meeting when more information available
- Budget planning
- Grant applications
- IT policy review

17F/132. Date of next meeting – Tuesday 14th November

17F/133. Close of meeting – 21.36

Signed _____ (Chair) Date _____

17F/138.

Management accounts sent out separately.

17F/139.

Bank reconciliation (reconciled on the XX/11/17)

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£774,819.54	Cash at Bank (as of the 31 st October 2017)
- £22,007.10	Creditors
+ £3693.41	Debtors
£756,505.85	Net balance on bank reconciliation

+ VAT owed £478

Minus: £2000 Accruals

+ Salary Control Account £546

Minus: £857 PAYE

Net assets: £754,672.85

Creditors

- AJ King £4063.48
- British Gas £124.20
- Browns of Burwell £482.48
- BCS £33.60
- Calor Gas £877.10
- CSA £52.23
- CUSSC £1080
- Debbie Seabright £9.97
- Design on Metal (All Saints Grant) £11,200
- FLP outdoor solutions £1188.11
- Green and Purple £60
- Julie Jocelyn £277.12
- Nick West £1140.75
- Sam McManners £20.24
- Smith and Saunders £96
- Staples £155.82
- Target Print £1022.40
- Zip Heaters £123.60

TOTAL £22,007.10

Debtors

- Bowls club £83.81
- CUSSC £3120
- Jane Williams £110.40
- Jo Brook £36
- Thurstons - £244.20 (OVERDUE)
- Jude Adcock £99

TOTAL £3693.41

17F/142.

Grant Applications (summary)

Cottenham United Football Club

Amount requested: £250

Reason:

The amount charged for the annual cost of the changing rooms and use of football pitches for the 2016-17 session increased from £1250 to £1680. The cost has now been frozen. We are applying for a one-off grant to £250 to reduce the cost for 2017-18.

Benefits – 60 players and the grant will reduce the cost of their subscriptions and hopefully increase participation in the sport.

Cottenham Brass Band

Amount requested: £142

Reason:

For Music folders/book bags for the children

Benefits – 35 members aged between 7 and 16

Cottenham Mobile Warden Scheme

Amount requested: £1500

Reason:

To pay warden salaries for a few months (will be applying for other grants)

Benefits: 15 residents and 5 associate members.

FETA

Amount requested: £800

Reason:

Twinning weekend in Avrille for 20th anniversary an “important milestone in our twinning history”

Benefits: 40-50 people