

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 22nd March 2016

16F/044.

DRAFT MINUTES of FLAC Meeting

Held in the Parish Council Office, High Street Cottenham
On Tuesday 23rd February 2016

Present: Cllrs: Bolitho, Collinson, Mudd, Morris, Young, RFO (Debbie Seabright)

16F/028. Chairman's introductions and Apologies – Cllr McCarthy

16F/029. 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/030. 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 – Cllr Bolitho regarding item 16F/036 as he is the treasurer and trustee of the Royal British Legion.

16F/031. Minutes – Note that Item no's 16/022, 16F/023, and 16F/024 were not taken to the February full council meeting as recorded in the minutes of 26th January as they are to be included at the Annual Parish Meeting in April. Resolution that minutes from the committee meeting held on the Tuesday 26th January are a correct record – **RESOLVED**

16F/032. Review of monthly management accounts (to 31st January 2016) – It was noted that there had been an overspend on the budget for the Christmas concert and that some of the YTD V budget percentages on the spreadsheet formulas were not working (to be rectified by the RFO). Otherwise the committee reviewed the management accounts to 31st January 2016 to the committees' satisfaction.

16F/033. Review of monthly bank reconciliation (to 31st January 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st January 2016), the committee accepted the report given by RFO. It was agreed by the committee that the £22,500 grant monies received prior to this financial year and £9078 historical grant could now be moved from the Creditors as the monies have been re-allocated/used.

16F/034. Consider savings accounts for the Parish council – The RFO has investigated saving options for the Parish council and has come up with two savings accounts available to the Parish council: Scottish Widows Clubs and Associations deposit account with instant access to funds and currently 0.4% interest and Norwich and Peterborough Business extra account (under Clubs and Associations) an easy access account which offer 0.5% interest. Resolution to open an account with the Norwich and Peterborough building society in April 2016 with 100K - **RESOLVED**

16F/035. Consider Audit arrangements for the Parish Council – Heelis and Lodge have been appointed by the parish council to carry out our internal audit on the 10th May 2016. The external audit is carried out by Littlejohn and we are awaiting the paperwork which should arrive shortly.

16F/036. Update on Office move to Royal British Legion (RBL) – Cllr Bolitho although present for the feedback on this item declined to make any comment or contribute to the discussion. For some time we have been assessing the financial viability of a temporary move to the RBL premises. Before Christmas, we understood there was scope to move our office and meeting operations there. Our negotiated proposal was, after review, not acceptable to the RBL trustees. There is no scope to pursue this further.

16F/037. Risk assessment of unintentional virus sharing through file sharing, into, out of, and within, the parish council, through document files shared as MS Word, XLS, and PDF formats – no further action required

16F/038. Matters for consideration at the next meeting –

- Management accounts to 29th Feb 16 – Cllr Young
- Bank reconciliation to 29th Feb 16 – Cllr McCarthy/RFO
- To consider undertaking of the cost benefit analysis on our individual assets

16F/039. Date of next meeting – Tuesday 22nd March 2016

16F/040. Close of meeting – 20.38

Signed _____ (Chair) Date _____

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
Tuesday 22nd March 2016 at 7.30pm

AGENDA

The Public and Press are invited to attend

16F/041. Chairman's Introduction and Apologies

16F/042. Any Questions from the Public or Press – Standing orders to be suspended

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16F/043. 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.

16F/044. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 23rd February be signed as a correct record.

16F/045. Review of monthly management accounts (to 29th February 2016) – Cllr Young & RFO

16F/046. Review of monthly bank reconciliation (to 29th February 2016) – Cllr McCarthy & RFO

16F/047. To authorise and sign cheque for the Queens 90th birthday beacon for £299 + VAT from Bullfinch Ltd – RFO

16F/048. To review Parish council trade accounts – RFO

16F/049. To consider carrying out a cost benefit analysis of all our assets – Cllr Bolitho

16F/050. Feedback from RFO VAT training course – RFO

16F/051. To authorise and sign cheque for deposit of playground equipment for £428.28 + VAT from Sovereign Ltd - Clerk

16F/052. To authorise and sign cheque for Non-Domestic rates for Pavilion and Village hall for £2579.01 from South Cambridgeshire District Council - RFO

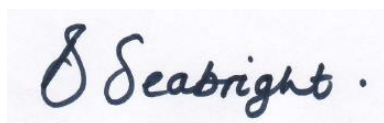
16F/053. To provide a short summary activity report for inclusion in the Annual Parish Report (text needed by mid-April) – Cllr Morris

16F/054. Review of Asset Register - RFO

16F/055. Matters for consideration at the next meeting

16F/056. Date of next meeting –

16F/057. Close of meeting



Debbie Seabright – RFO

16th March 2016

16F/046. Bank reconciliation (to the end February 2016)

Council's Bank Accounts at end of February 16 were reconciled to our Sage system and are in order.

In summary:

£561933.67	Cash at Bank
-£8038.75	creditors
+ 5417	Debtors
£559311.92	Net balance on bank reconciliation

For management accounts

VAT owed £9705

Minus £ 217 Salary control acc

NET ASSETS £568799.92

Creditors

Acacia £450

AJ King £3217.48

BC Group £362

Browns of Burwell £944.37

Cambridge Glass and Glazing £177.60

SCDC £940.66

Cromwell Fire £208.44

CSA £24.77

Debbie Seabright £9.60

Eight Associates £504

Green and Purple Ltd £96

Nick West £623.70

Sovereign £513.94

Travis Perkins £215.35

In credit £249.16 by Calor gas

Debtors

Sports and Social Club £3120

Day Centre £240

Buggy boot camp £33.60

Jane Williams £414

Ladybirds oil recouped £485

Michelle Plowman £1124.40

16F/048.

Cottenham Parish Council trade account arrangements

Company name	Account arrangements	Action taken	Type of supplies
CSA	Orders can currently be made by Clerk/Assistant Clerk/RFO/Nick West/Peter Boyden	Removed previous Chairperson from the list (no longer on the council). Further action to be discussed by council	Cleaning materials and equipment/Toilet rolls and bathroom accessories
Staples	Orders can be made by Clerk/Assistant Clerk and RFO (generally Clerk orders on behalf of all of us)	Non currently	Stationary/Ink cartridges
Travis Perkins	Open account – anyone who says they are a parish councillor or employed by parish council can order (not formal checks are made)	I have placed a password on the account and only people issued with the password will be able to place an order. Those to be issued with the password to be discussed by council	Building materials/DIY equipment
Browns of Burwell	Orders can be placed by Clerk/Assistant Clerk or RFO	Non currently	Heating Oil
A C Leigh	Chair, Clerk and Assistant Clerk are authorised signatories and in addition there is a code on the account	Non currently	Security Keys
Pecks	Clerk	Non currently	Agricultural and Horticultural machinery

16F/050.

Feedback from VAT training day

Bowls club – A true peppercorn rent is £1 should not be charging any more than this – can then be classed as non- business activity.

Pavilion – we opted to tax so that we could claim back the VAT on the Pavilion - query over 10 years of charging VAT to our users or 20 years (as is normally the case)

End of year accounts – not required, we only need the annual return/variances etc (this is the document that the auditor looks at)

Management accounts and VAT returns – Not necessary for monthly updates unless major project management underway, quarterly fine

Vat returns could now go back to quarterly as not managing cash flow with the same vigour.

16F/052.

Topics for inclusion in the Annual Parish Report

- Summary extracted from draft accounts
- Highlights of our financial position
- Summary of major projects (Skate Park & Pavilion) from a financial perspective
- Admin reviews during the year
- Changes to Financial Regulations during the year
- Summary of our possible use of reserves (Car park, Community Centre, Dissenters Cemetery, Land, Public Art, Village Hall, General Reserves etc)