

AGENDA PACK
Finance, Legal and Administration committee
Monday 23rd October 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 Parish Council Office, 250 High Street, Cottenham on
Monday 23rd September 2017 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

17F/115. 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/116. 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/117. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 28th September 2017 be signed as a correct record.

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 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/119. Review of monthly management accounts (to 30th September 2017) – Cllr Young & RFO

17F/120. Review of monthly bank reconciliation (to 30th September 2017) – Cllr McCarthy & RFO

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 – RFO

17F/122. Authorise Invoice from PKF Littlejohn (Invoice number: SB20171886 Dated: 26/09/17) for £951 + VAT (Total £1141.20) for External Audit services – RFO

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 - RFO

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) – RFO

17F/125. Authorise Invoice from The Soccer Store (Invoice number:100088569 Dated: 10/10/17) for £2180 + VAT (Total £2616) for Aluminium Easylift Goals – RFO

17F/126. Review our processes for agreement regarding extra expenditure or contract extensions – Cllr Bolitho

17F/127. Budget planning – consider likely income and sources (e.g. Kids Club agreement, Sports Club agreements, Hirings, etc) for 2018/19 – RFO

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

17F/129. Consider any contracts and/ or direct debit arrangements that need competitive review during 2018/19

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

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)
- Consider the implications of the new Data Protection Regulation when enacted

17F/132. Date of next meeting – Monday 23rd October

17F/133. Close of meeting –



Debbie Seabright – RFO

16/10/17

Right Side Entrance, Community Centre

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

Cottenham | Parish
Council

DRAFT MINUTES of FLAC Meeting

Held at the Village Hall, Recreation ground, Lambs Lane, Cottenham, Cambridge

On Thursday 28th September 2017

Present: Cllrs: Bolitho, Collinson, McCarthy, Morris, Wilson, RFO

17F/098. Chairman's introductions and Apologies – Cllr Young (Personal)

17F/099. 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/100. Minutes - Resolution that the minutes from the committee meeting held on Monday 24th July 2017 are a correct record– **RESOLVED**

17F/101. 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/102. Review of monthly management accounts (to 31st August 2017) The committee were satisfied that the management accounts are an accurate record.

17F/103. Review of Bank Reconciliation to the end of August 2017 – Cllr McCarthy and RFO completed a bank reconciliation earlier on in the month (19th September 2017). The committee were satisfied with the report given.

17F/104. Review of security of moveable equipment owned by the Parish Council – Cllr Bolitho spoke about how sports equipment (e.g. cricket equipment) is not secure or being stolen in some

parishes. Cllr Morris has agreed to look at the current sports club agreements to see what arrangements are in place regarding insurance.

17F/105. Review general balance of spending across main sections – The committee looked at our previous budget figures across the main sections (see agenda pack) and have begun to think about whether these are appropriate going forward with planning the 2018-19 budget.

17F/106. Budget – capital – probable future S.106 receipts – The committee looked at some of the possible S106 contributions from Bellway, Gladman and Persimmon.

17F/107. Budget planning – consider income in the next financial year – to defer this item to the next meeting so we have half yearly figures available.

17F/108. Consider overall level of Groundsman contract from Dec 2017 – The committee considered the current Groundsman maintenance schedule and considered increased responsibilities and the additional costs to reflect this extra scope of work. To be discussed at the next full council meeting.

16F/109. Review the Acceptable use of IT policy - Deferred

17F/110. Authorise and pay Invoice 3353 (A Mappedorum) dated 18/09/17 for fitting and wiring of cabinet on the green for £1148.19 + VAT (total £1377.83) – Resolution to authorise and pay this invoice - **RESOLVED**

17F/111. Authorise and sign cheque for £275 + VAT (total £330) to Cambridgeshire County Council for Highways and Transport pre-application advice – Resolution to authorise and pay this cost – **RESOLVED**

17F/112. Matters for consideration at the next meeting

- Review of monthly management accounts (to 30th September 17)
- Review of monthly bank reconciliation (to 30th September 17)
- Data Protection Regulations at a future meeting when more information available
- Budget planning
- Consider the business plan on the Village hall and Nursery

17F/113. Date of next meeting – Monday 23rd October 2017 (in parish council office)

17F/114. Close of meeting – 20.50

Signed _____ (Chair) Date _____

17F/119.

Management accounts sent out separately.

17F/120.

Bank reconciliation (reconciled on the 16/10/17)

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

In summary:

£792,619.56	Cash at Bank (as of the 30 th September 2017)
- £21,464.76	Creditors

+ £6340	Debtors
£777,494.80	Net balance on bank reconciliation

+ VAT owed £5957

Minus: £2000 Accruals

+ Salary Control Account £546

Minus: £706 PAYE

Net assets: £781,291.80

Creditors

- AJ King £4633.48
- Arthur Peacock and Son Ltd £672
- British Gas £790.36
- BCS £33.60
- Cambridge Web Solutions £35
- Connections Bus Project £1235
- Cottenham Primary School £50
- CSA £129.12
- Debbie Seabright £120.15
- Design on Metal (All Saints Grant) £4800
- Fen Edge Plumbing and Heating £39
- Green and Purple £60
- Harlequin Woodcraft £570
- Jo Brook £6
- Matta Products £4486.80
- PHS Group £896.32
- PKF Littlejohn £1141.20
- Sam McManners £9.69
- Staples £155.82
- Start Traffic £497.22
- Wilby and Burnett £1104

TOTAL £21,464,76

Debtors

- Baby Clinic £124.20
- CUSSC £3120
- Cottenham Day Centre £10
- Debbie Prince £8.40
- Feel Good Fitness £50.40
- Jane Williams £82.80
- Jo Brook £36
- Thurstons - £244.20 (OVERDUE)
- Ploughing Society - £90

- SCDC £2574

TOTAL £6340

17F/129.

Contracts:

- Andrew King - Groundsman
- PHS – Sanitary disposal at the Village Hall – have written to give notice
- Cottenham Sports and Social Club

Accounts with:

- Staples - Stationary
- Travis Perkins
- Browns of Burwell - Oil
- Mark Weatherhead – agricultural items

Direct Debits with:

- SSE – Southern Electric – recently reviewed
- Calor Gas
- Cambridge Water Business
- Talk Mobile
- O2 Sim Card re the Pavillion

Agreements with:

- Cottenham Bowls Club
- Cosworth Electronics Ltd
- Cambridge Kids Club
- All Saints Church
- Well Baby Clinic
- Cottenham United Football Club
- Cottenham Colts Football Club
- Jane Williams
- Cottenham Skate park
- Cottenham Cricket Club
- Cottenham Renegades
- Debbie Prince

