

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 23rd October 2018

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 23rd October 2018 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

18F/300. 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.*

18F/301. 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).*

18F/302 Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 27th September 2018 be signed as a correct record.

18F/303. Public Participation – *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.

18F/304. Review the Management Accounts for September 2018 – RFO

18F/305. Review of the monthly bank reconciliation (to 30th September 2018) – RFO & Cllr McCarthy

18F/306. Review section 2 of the Risk Register – Cllr Morris

18F/307. To consider draft Donation, Grant and Loan policy for Cottenham Parish Council – RFO

18F/308. To review draft Standing Orders – RFO

18F/309. Budget planning – consider likely income and sources (e.g. Kids Club, Sports Club, Hiring's) for 2019/20 – RFO

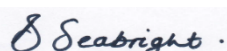
18F/310. Budget planning – Consider likely expenditure across broad revenue headings (e.g Admin, Open Spaces, CALF, Highways, Shared Services, Youth, Pavilion, Village Hall and Play area) for 2019/20 - RFO

18F/311. Consider likely capital expenditure and funding (e.g. Village Hall, Nursery, Carpark in 2019/20) – Cllr Morris

18F/312. Matters for consideration at the next meeting

18F/313. Date of next meeting –

18F/314. Close of meeting –

 Debbie Seabright

Debbie Seabright – RFO

Right Side Entrance, Community Centre

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

17/10/18

18F/302.

DRAFT MINUTES of FLAC Meeting

Held at the Village Hall, Lambs Lane, Cottenham:

On **Thursday 27th September 2018 at 7.30**

Present: Cllrs: Bolitho (chair), McCarthy, Morris, Wilson, Young, RFO, Clerk

18F/289. Chairman's introductions and Apologies – Cllr Collinson (personal) the committee accepted the apologies. Cllr Smith (Absent)

18F/290. 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

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 – None

18F/291. Minutes – Amendment to add 'chair' after Cllr Smiths name to identify him as the chairperson for the meeting. Resolution that the minutes from the committee meeting held on Tuesday 24th July 2018 (with the above amendment) be signed as a correct record – **RESOLVED**

18F/292. Public Participation – *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.*

18F/293. Management accounts for August 2018 –The committee were satisfied that the management accounts are an accurate record.

18F/294. Review of Bank Reconciliation to the end of August 2018 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (10th September 18). The committee were satisfied that the Bank reconciliation is an accurate record. The committee requested that the cash at bank figure be separated to show the amount in each of our three accounts.

18F/295. Review section 1 of the Risk Register – The committee reviewed section 1 (summary) of the risk register and are satisfied that it is a suitable introduction to the risk register.

18F/296. To consider drafting a Grant policy for CPC – deferred

18F/297. To Review our Standing Orders – The committee looked at the proposed changes to our current standing orders and agreed that we would include only the mandatory orders stated in the NALC Model Standing Orders 2018 (England) and our document should reflect the order of the NALC document for ease of reference.

18F/298. Matters for consideration at the next meeting.

- Review of monthly management accounts
- Review of monthly bank reconciliation
- Budget planning
- Standing orders document – amended document to be presented
- Review section 2 of the Risk Register
- Grant policy

18F/299. Date of next meeting – Tuesday 23rd October

18F/300. Close of meeting – 8.17pm

Signed _____ (Chair) Date _____

18F/304.

Management accounts for September 2018 sent out separately.

18F/305.

Bank reconciliation

Reconciled on 15th October 2018 by RFO and Cllr McCarthy

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

In summary:

£459,342.84	Bank account 1
£269,008.43	Bank account 2
£156,918.08	Bank account 3
£885,269.35	Total Cash at Bank (as of the 30 th September 2018)
- £16,210.47	Creditors
+ £6461.15	Debtors
£875,520.03	Net balance on bank reconciliation

+ VAT owed £898

Minus: £80,642 Accruals

+ £24,571 used

Minus PAYE: £817

Net assets: £819,530.03

Creditors

- AJ King - £5417.94 (23/09/18)
- BCS - £56.76 (31/08/18)
- Connections Bus - £1247.00 (03/09/18)
- Cottenham Sports and Social Club - £1080.00 (28/09/18)
- RFO - £38.25 (Expenses) (01/08/18) 24/08/18)
- ECO Control Solutions - £1344.00 (07/09/18)
- Green and Purple Ltd - £60 (01/09/18)
- Clerk - £10.80 (Expenses) (18/09/18)
- John Slater - £672.00 (18/09/18)
- King and Co Solicitors - £739.00 (07/09/18)
- MRC Engineering - £1443.60 (21/09/18)
- Nick West - £1299.38 (1/8/18-1/9/18)
- PHS Group - £978.35 (24/08/18 & 07/09/18)
- PKF Littlejohn - £960.00 (08/09/18)
- Assistant Clerk - £44.12 (12/09/18-24/09/18)
- Staples - £29.27 (05/09/18)
- SLCC - £250.00 (17/09/18)
- Wilby and Burnett - £324 (29/08/18)

- Wright Mechanical - £216.00 (04/09/18)
- (all of the above invoices have now been paid)

TOTAL £16,210.47

Debtors

- Baby Clinic - £124.20 (30/09/18)
- Cottenham Cricket Club - £1351.20 (30/09/18)
- Cottenham Sports and Social Club - £3120.00 (30/09/18)
- Aerobics instructor - £27.60 (30/09/18)
- Ladybirds - £1554.95 (30/09/18)
- Village Hall Hire - £60 (07/08/18)
- Overpower fitness - £43.20 (30/09/18)
- Ploughing Society - £90 (10/09/18)
- Village Hall Hire - £90 (15/08/18)

TOTAL £6461.15

18F/306

Review section 2 of the Risk Register – copy of risk register sent out separately

18F/307

Consider Draft Donation, Grant and Loan Policy – copy of draft document sent out separately

18F/308

To review draft Standing Orders – updated document sent out separately