

AGENDA PACK
Finance, Legal and Administration committee
Monday 26th February 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 Parish Council Office, 250a High Street, Cottenham on:

Monday 26th Feb 2018 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

18F/176. 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/177. 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/178. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 30th January 2018 be signed as a correct record.

18F/179. 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.*

18F/180. Review of monthly management accounts (to 31st January 2018) – Cllr Young & RFO

18F/181. Review of monthly bank reconciliation (to 31st January 2018) – Cllr McCarthy & RFO

18F/182. Authorise and pay Brown and Ralph invoice dated 22/01/18 no BR50978 for £433.20 + VAT total £519.84 for work on the war memorial – RFO

18F/183. Consider the Power 2 inspire grant application – RFO

18F/184. Consider the Cottenham Primary school grant application – RFO

18F/185. Consider the Holiday club grant application - RFO

18F/186. Consider whether to renew the license period for use of shared office and storage at the community Centre due to expire on 31st March 2018 - RFO

18F/187. Matters for consideration at the next meeting

- Review of monthly management accounts (to 28th February 2018)
- Review of monthly bank reconciliation (to 28th February 2018)
- Consider the implications of the new Data Protection Regulation when enacted

18F/188. Date of next meeting – Thursday 29th March 2018 (at the Village Hall)

18F/189. Close of meeting –



Debbie Seabright – RFO

19/02/18

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:
On **Tuesday 30th January 2018**

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

18F/160. Chairman's introductions and Apologies – Cllr McCarthy (work) and Cllr Young (work)

18F/161. 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

18F/162. Minutes - Resolution that the minutes from the committee meeting held on Monday 11th December 17 be signed as a correct record– **RESOLVED**

18F/163. 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.*

18F/164. Review of monthly management accounts (to 31st December 2017) The committee were satisfied that the management accounts are an accurate record.

18F/165. Review of Bank Reconciliation to the end of December 2017 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (15th January 2018). The committee were satisfied with the report given. There is a suggestion that in the agenda pack we state when and who carried out the bank reconciliation.

18F/166. Update on the new Data Protection Regulations – RFO fed back information from a recent training day and some of the actions required for compliance with the new legislation which comes into force in May this year – The committee considered this information and felt that this should be included in our risk assessment. We also require more information on the role of Data Protection Officer as the information on this is not finalised as yet.

18F/167. Consider pay increase recommendations for staff – deferred as current offer declined by the unions.

18F/168. Review how we manage 10.1 and 10.5 of the financial regulations – 10.1 and 10.5 of the financial regulations (see agenda pack) does not relate to formal contracts or a works contracts where tenders have been sort. This relates to smaller works (currently over £25) and how we keep track of these commitments. It also relates to lawful purchases particularly in relation to trade accounts and the regular review of who uses them and passwords. Resolution that FLAC is recommending that the current figure of £25 in the financial regulations be raised to £100 and that

we initiate an ordering system and that this be taken to the next full council meeting for consideration- **RESOLVED**

18F/169. Consider arrangements for year-end accounts – Resolution to appointment Green & Purple Ltd accountants to do our end of year accounts at £800 + VAT - **RESOLVED**

18F/170. Consider arrangements for internal audit – Resolution to appoint Heelis and Lodge to carry out our internal audit for 2018-19 for approximately £400 + VAT- **RESOLVED**

18F/171. Look at formulating a donations/grants policy for Cottenham Parish Council – the committee started to look at some of the items which should be included in the policy (prudent to include loan requests.) The committee also discussed the need to look at the criteria we will use to assess requests for monies and the FLAC and Full council's role in this process. The committee are keen that the policy be flexible and able to support a wide range of local projects.

18F/172. Update asset register to include Warg Bench New Goal posts and amend the 4 notices boards to 6 – FLAC agreed to add these items to the asset register.

18F/173. Matters for consideration at the next meeting.

- Review of monthly management accounts (to 31st January 18)
- Review of monthly bank reconciliation (to 31st January 18)
- Risk register to be updated in line with new data protection rules – at March meeting

18F/174. Date of next meeting – Monday 26th February 2018 (in the parish council office)

18F/175. Close of meeting – 8.55

Signed _____ (Chair) Date _____

18F/180.

Management accounts sent out separately.

18F/181.

Bank reconciliation

Reconciled on 12th February 2018 by RFO and Cllr McCarthy

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

In summary:

£728,916.53	Cash at Bank (as of the 31 st December 2017)
- £18,744.32	Creditors
+ £3580.20	Debtors
£713,752.41	Net balance on bank reconciliation

+ VAT owed £3028

+ Salary Control Account £546

Minus: £2000 Accruals

Minus: £865 PAYE

Net assets: £714,461.41

Creditors

- AJ King
- Alliance Ltd
- A Mappledoram
- Anglian Water
- Aquarius Liquid Engineering
- Assistant Clerk
- Barton Oil Burner Services
- Birketts
- Browns of Burwell
- Brown and Ralph
- BCS
- Calor Gas
- CUSSC
- Clerk
- Debbie Seabright
- Lowther Forestry Ground Ltd
- PPL
- Assistant Clerk
- RFO

- Wilby and Burnett
- Xmas Direct

TOTAL £18,755.32

Debtors

- Cottenham Community Land Trust
- CUSSC
- Aerobic instructor
- Thurstons - £244.20 (OVERDUE)
- Overpower fitness

TOTAL £3580.20

18F/183.

Grant Application - Power 2 Inspire

1.	Name of Organisation	Power 2 Inspire
2.	Name, Address and Status of Contact	Sally Gibson, Operations Manager Power 2 Inspire Future Business Centre Kings Hedges Road Cambridge
3.	Telephone Number of Contact	01223 364768
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£350
5.		We want to deliver a "Power House Games" – an inclusive and adapted sports day for the children of Cottenham

	For what purpose or project is the grant requested?	<p>Primary School. Normally local schools pay for us to bring inclusive sports coaches in to deliver the sessions, however Cottenham Primary School, whilst keen for us to deliver the inclusive sessions, cannot afford it.</p> <p>We are starting to work with local village “feasts”, and by being a charitable cause, we can then offer the sports event at the school for free following the community event.</p> <p>We intend to work closely with the Fen Edge Festival in 2019, to then be able to offer the inclusive sports event for free to the school next year.</p>
6.	What will be the total cost of the above project?	£350
7.	If the total cost of the project is more than the grant, how will the residue be financed?	
8.	<p>Have you applied for grant for the same project to another organisation?</p> <p>If so, which organisation and how much?</p>	no
9.	Who will benefit from the project?	270 pupils – approx 90 pupils per year group in Yrs 4,5,6.
10.	Approximately how many of those who will benefit are parishioners?	Most Cottenham parishioners with some coming from Rampton etc

18F/184.

Grant Application - Cottenham Primary School

The primary school report a significant number of children who have significantly delayed language development. They have applied to the Cambridgeshire Community Fund for a grant to enable them to run a 10-week music therapy project during the summer term 2018.

The grant requested from the Parish Council is for an additional £1000 which would enable them to extend the project to include up to 15 of their most high needs pupils.

18F/185.

Grant Application - Cottenham Holiday Club

The Holiday club is run by Christians together and offers 160 children of primary school age morning sessions at the holiday club (for one week) in August 2018. The request is for £250 (the overall cost is £1200)

18F/186.

Parish Council Office

We are coming towards the end of the licence period for the use of the Parish Council office at the Community Centre (CC). This is due to expire on the 31st March 2018. The CC are proposing that we renew on exactly the same terms and arrangements as currently: £2600 per year in 2 instalments, not less than six months' notice by either party. The current licence was for a 3-year maximum period and the CC would again propose this but are happy to consider a different term.