

AGENDA PACK
Finance, Legal and Administration committee
Thursday 29th March 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 Land, Cottenham on:

Thursday 29th March 2018 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

18F/190. 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/191. 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/192. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Monday 26th February 2018 be signed as a correct record.

18F/193. 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/194. Review of monthly management accounts (to 28th February 2018) – Cllr Young & RFO

18F/195. Review of monthly bank reconciliation (to 28th February 2018) – Cllr McCarthy & RFO

18F/196. Prepare for the end of year accounts – Cllr Morris and RFO

18F/197. Consider the Cottenham library grant application for the annual summer reading challenge – RFO

18F/198. Consider draft of the grants/donations policy – Cllr Morris

18F/199. Review the risk register in line with new data protection rules

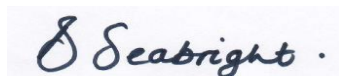
18F/200. Feedback from RFO re grant to fund a 'Power House Games' at Cottenham Primary School - RFO

18F/201. Matters for consideration at the next meeting

- Review of monthly management accounts (to 31ST March 2018)
- Review of monthly bank reconciliation (to 31st March 2018 2018)

18F/202. Date of next meeting – Tuesday 24th April 2018 (at the Village Hall)

18F/203. Close of meeting –



Debbie Seabright – RFO

22/03/18

Right Side Entrance, Community Centre

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

18F/192.

DRAFT MINUTES of FLAC Meeting

Held at the Parish Council Office, 250a High Street, Cottenham:

On **Monday 26th February 2018**

Present: Cllrs: McCarthy Collinson, Smith, Wilson, Young, RFO

18F/176. Chairman's introductions and Apologies – Cllr Morris (Personal) Cllr Bolitho (Absent)

18F/177. 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 – Cllr Collinson has a pecuniary interest re items 18F/183 and 18F/184. *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 Collinson declared a pecuniary interest in items 18F/183 & 18/184 and left the room whilst these items were discussed.

18F/178. Minutes - Resolution that the minutes from the committee meeting held on Tuesday 30th January 2018 be signed as a correct record– **RESOLVED**

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 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/180. Review of monthly management accounts (to 31st January 2018) The committee considered certain areas where monies are currently either under budget or over budget. The monies that are currently in our bank account belonging to the Community Land Trust (CLT) should not be shown in our P&L accounts, only as an accrual as the monies will go to the CLT when they have opened a bank account. In addition, the committee have asked the RFO to research the legal status of the CLT. The committee were otherwise satisfied that the management accounts are an accurate record.

18F/181. Review of Bank Reconciliation to the end of January 2018 – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (12th February 2018). The committee were satisfied with the report given.

18F/182. Authorise and pay Brown and Ralph invoice dated 22/01/18 – This has previously been authorised and paid so no further action required.

18F/183. Consider the Power 2 Inspire grant application – The grant would be used to deliver a 'Power House Games' for the children at Cottenham Primary School. It would benefit 270 pupils in years 4,5 & 6 and the cost of the project would be £350. The committee felt that the grant request was not compliant as Power 2 Inspire are a commercial business which is not based within the parish. The committee however would like to support the event for the primary school and the RFO will do some research to see whether there may be another way in which we could do this.

18F/184. Consider the Cottenham Primary School grant application - The grant would be to deliver a 10-week music therapy course for children (approx. 15) who have significantly delayed language development. The grant asked for is £1000. The committee felt that the grant request was not

compliant. Whilst the committee recognises the value of the project we are unable to grant monies to this project as it is not within our rules.

18F/185. Consider the Holiday club grant application – This grant would be used to offer 160 children of primary school age a holiday club for one week in the summer holidays. The request is for £250 and the total cost is £1200. The committee felt that the grant request was compliant and recommend approval to full council. To come from our Community Chest budget.

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 - The Community Centre are proposing that we renew on the same terms and arrangements as currently: £2600 per year in 2 instalments, not less than 6 months' notice by either party. The current licence was for 3-year maximum period, but they are happy to discuss this further. Resolution to renew the license with the same terms and arrangements for a period of three years from the 1st April 2018 - **RESOLVED**

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

- Review of monthly management accounts (to 28th February 18)
- Review of monthly bank reconciliation (to 28th February 18)
- Risk register to be updated in line with new data protection rules – at March meeting
- Look at the Grants/donations policy

18F/188. Date of next meeting – Thursday 29th March 2018

18F/189. Close of meeting – 20.32

Signed _____ (Chair) Date _____

18F/194.

Management accounts sent out separately.

18F/195.

Bank reconciliation

Reconciled on 20th March 2018 by RFO and Cllr McCarthy

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

In summary:

£712,335.47	Cash at Bank (as of the 28 th February 2018)
- £6950.67	Creditors
+ £1045.80	Debtors
£706,430.60	Net balance on bank reconciliation

+ VAT owed £2825

+ Salary Control Account £546

Minus: £2000 Accruals

Minus: £796.31 PAYE

Minus: £4500 CLT (Suspense Account)

Net assets: £702,505.29

Creditors

- AJ King - £3950
- Anglian Water - £153.34
- Browns of Burwell - £834.44
- BCS - £33.60
- Cottenham Community Centre - £1300
- CSA - £47.88
- RFO- £17.22
- Green & Purple - £60
- Assistant Clerk - £5
- Southern Electric - £549.19

TOTAL £6950.67

Debtors

- Cottenham Community Land Trust - £90
- Aerobics instructor - £82.80
- Thurstons - £244.20 (OVERDUE)
- Village Hall Hire - £90

- Overpower fitness - £43.20
- SCDC - £165
- Town Ground Rent - £330.60

TOTAL £1045.80

18F/197.

Email regarding the Library grant request:

Grant Request Form in regard to Summer Reading Challenge

Cottenham Parish Council has generously supported the library in recent years and I am emailing to request a further grant this year.

The purpose of the grant is to help fund the annual Summer Reading Challenge at Cottenham Library and to support events and activities promoting the library and reading held during the year. The Summer Reading Challenge is a national initiative co-ordinated by The Reading Agency. Children are challenged to read at least 6 books during the summer holidays. Children who join the scheme are issued with a membership folder on which they can record details of the books they have read. They are issued with stickers and other materials as incentives and library staff and volunteers are on hand to talk to children about what they have read and to recommend other books. This is a particularly valuable aspect of the challenge. All children who complete 6 books are awarded a medal and certificate at a special presentation ceremony after school in the library and, to which council members are warmly invited. I am delighted to report that last year 84 children took part in the Summer Reading Challenge at Cottenham Library

In previous years, the Parish Council has generously supported us with grants of £200. Cambridgeshire Libraries will fund the Summer Reading Challenge stationery, promotional materials and award certificates and medals. Your donation will help fund additional staff hours to promote and deliver the challenge and pay for supporting activities, which add to the value of the experience. If we are successful in this application, your contribution, will be acknowledged in promotional material and at the certificate presentation ceremony. Should you be able to increase your support, then we would be able to develop our offer of events and activities throughout the year - including visits by authors, illustrators, storytellers and artists...events which add to the value and experience of the library service and help foster a love of reading, lifelong learning and support community cohesion and participation.

Kind regards,

Sue Batchelor