

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 30<sup>th</sup> January 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 30<sup>th</sup> January 2018 at 7.30pm**

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**18F/160. 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/161. 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/162. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Monday 11<sup>th</sup> December 2017 be signed as a correct record.

**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 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/164. Review of monthly management accounts (to 31<sup>st</sup> December 2017)** – Cllr Young & RFO

**18F/165. Review of monthly bank reconciliation (to 31<sup>st</sup> December 2017)** – Cllr McCarthy & RFO

**18F/166. Update on the new Data Protection Regulations** – RFO

**18F/167. Consider pay increase recommendations for staff** – RFO

**18F/168. Review how we manage 10.1 and 10.5 of the Financial regulations** – Cllr Morris

**18F/169. Consider arrangements for year-end accounts** – RFO

**18F/170. Consider arrangements for Internal audit**- RFO

**18F/171. Look at formulating a donations/grants policy for Cottenham Parish Council** – Cllr Morris

**18F/172. Update asset register to include Warg Bench/New Goal posts and amend the 4 notice boards to 6** - RFO

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

- Review of monthly management accounts (to 31<sup>st</sup> January 2018)
- Review of monthly bank reconciliation (to 31<sup>st</sup> January 2018)

**18F/174. Date of next meeting – Monday 26<sup>th</sup> February 2018**

**18F/175. Close of meeting –**



Debbie Seabright – RFO

23/01/18

Right Side Entrance, Community Centre

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

18F/162.

**DRAFT MINUTES of FLAC Meeting**

Held at the Parish Council Office, 250a High Street, Cottenham:  
On **Monday 11<sup>th</sup> December 2017**

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

**17F/148. Chairman's introductions and Apologies** – Cllr Young

**17F/149. 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/150. Minutes** - Resolution that the minutes from the committee meeting held on Tuesday 14<sup>th</sup> November 2017 are a correct record– **RESOLVED**

**17F/151. 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/152. Review of monthly management accounts (to 30<sup>th</sup> November 2017)** The committee were satisfied that the management accounts are an accurate record. The committee agreed that the £2948 (Groundwork grant returned) be recorded on the same line as the Groundwork grant re Neighbourhood plan and the £2345 for advice on our Neighbourhood plan not be taken from reserves.

**17F/153. Review of Bank Reconciliation to the end of November 2017** – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (1<sup>st</sup> December 2017) it was noted that the cash at bank figure in the agenda pack was inaccurate and should have read £748,843.54 otherwise the committee were satisfied with the report given.

**17F/154. Budget planning – consider likely income and sources for 2018/19** – The committee reviewed our income from the last 8 months and continued to look ahead and consider the possible income in the next financial year. These figures will be taken to the full council meeting in January for consideration.

**17F/155. 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** – The committee looked at our expenditure over the last 8 months and continued to look ahead and consider the budget for expenditure in the next financial year, these figures will be taken

to the full council meeting in January for consideration. The committee also discussed the financing of the potential Village Hall and Nursery. Resolution that the committee recommend that if we continue with the Village Hall project and Nursery that the financing will still require us to borrow approximately 2.1 million and the finance charges for this will be approximately £118,000 per annum, this figure needs to be included in the expenditure for next year. - **RESOLVED**

**17F/156. Consider grant applications** –Cottenham Mobile Warden Scheme have requested £1500; the scheme benefits 15 residents and 5 associate members – at the previous committee meeting the members had requested further information which has since been provided (including more detail about the service and the safeguarding policies in place.) The committee recommend that this is to put this to the full council in January for further consideration.

**17F/157. Matters for consideration at the next meeting**

- Review of monthly management accounts (to 31<sup>st</sup> December 17)
- Review of monthly bank reconciliation (to 31<sup>st</sup> December 17)
- Data Protection Regulations
- Consider pay increase recommendations for staff in the next financial year
- Defibrillator contingency reserve – Cllr Bolitho

**17F/158. Date of next meeting** – Tuesday 30<sup>th</sup> January 2017

**17F/159. Close of meeting** – 20.50

Signed \_\_\_\_\_(Chair) Date\_\_\_\_\_

**18F/164.**

**Management accounts sent out separately.**

**18F/165.**

**Bank reconciliation**

**Reconciled on 15<sup>th</sup> January 2018**

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

In summary:

£741,851.16	Cash at Bank (as of the 31 <sup>st</sup> December 2017)
- £11,528.25	Creditors
+ £3705	Debtors
£734,027.91	Net balance on bank reconciliation

**+ VAT owed £1624**

**+ Salary Control Account £546**

**Minus: £2000 Accruals**

**Minus: £822 PAYE**

**Net assets: £733,375,91**

**Creditors**

- AJ King £3819.99
- Anglian Water £153.34
- Arthur Peacock and Son Ltd £984
- Browns of Burwell £566.48
- BCS £67.20
- Cambridge Water Business £876.30
- CB Creative £85
- Cromwell Fire £145.67
- CSA £239.68
- CUSSC £1080
- Debbie Seabright £16.27
- Elveden Farms Ltd £518.40
- Green and Purple £60
- Clerk £79.25
- Nick West £1707.76
- Assistant Clerk £13.10
- SSE £509.95
- Staples £189.14

- Tindall Security £312
- Travis Perkins £7.73
- Xmas Direct £96.99

**TOTAL £11,528.25**

#### **Debtors**

- Cottenham Community Land Trust £9#
- CUSSC £3120
- Feel Good Fitness £42
- Hire of Village Hall £90
- Aerobic instructor £82.80
- Jo Brook £36 (has now been paid)
- Thurstons - £244.20 (OVERDUE)

**TOTAL £3705**

**18F/166.**

### **General Data Protection Regulations (GDPR) notes from training day on Friday 8<sup>th</sup> December**

#### **Some terms explained:**

**Data Controller** – Governing body – in our case the Parish Council

**Data Processor** (acts on behalf of the controller) – in our case the Clerk/staff

**Data Protection Officer** – this person sits alongside the controller and processor to make sure that they are processing data within the regulation requirements. The Data Protection Officer cannot be a parish council councillor or the Clerk/staff and will most likely need to be an external person. Will need to budget for this.

*NB – need to check what we have recorded with the ICO (Information Commissioners Office) and rectify if needed. Suggestion is to work with other local parishes and have one DPO: Histon & Impington PC are interested in sharing with us.*

**Compliance day** – 25<sup>th</sup> May 2018. There will be approx. 6 weeks grace period then spot audits will be carried out. NB: there is no reason to go back and get retrospective permission on previous data if it adheres to the GDR.

#### **Who are we protecting**

We are protecting anyone that the parish council deals with where any personal information is given that could identify them, this could any one or more of the following:

- Name
- NI Number
- Address/Phone number/Date of Birth
- Bank details

NB Company names are not included as personal information

#### **Where data comes in and out of Cottenham Parish Council:**

- Employees/Potential Employees – records on computer/paper copies
- Councillor details – paper form and on website
- Payroll and HMRC – paper form and on Debbie's computer
- Pension with Legal and General - paper form and on Debbie's computer
- Electoral role – (already password protected)

- Newsletters – public document
- Website – including contact forms
- All emails relating to our PC business
- McAfee – have the details of those of us who have PC computers
- Booking forms for hall hire etc
- Application forms for grants
- Minutes/Agendas/Reports packs/Issues log
- Planning applications – Paper copies
- Letters from the Public and vice versa – paper copies and/or on computer
- Banking/Accounting information in paper form and on Debbie's computer

### Action plan

- Sort out a Data Protection Officer
- Advise stakeholders that we hold their information. Send them a copy of the '6 principles' document from the ICO.
- Sort through currently held documentation in the office and on our electronic devices and destroy/delete all unnecessary documentation – *using checklist*
- Suggestion of using coloured paper for confidential information in meetings etc. and ensure it is handed back if necessary.
- Need a compliancy statement on our notice board and in the office
- Employees/potential employees must be made aware that personal information will be held by the PC, this should be done at the first point of contact with a potential employee (on the application form) and in any other subsequent documentation. The suggestion was even to include the individuals understanding of GDPR as a question on the application form. NB must say why we need the personal information e.g. name/address/phone number for correspondence and NI number/DOB for payroll purposes. There should be reminders of GDPR at the point of job interview/offer/induction and regularly through supervision/appraisal system
- Councillors/potential councillors must be made aware that personal information will be held by the PC and published on the website (Name) and on minutes/PC documentation /newsletters and the reasons for this (accurate records and information for the residents)
- We must have a privacy statement on our website
- We must have an SSL security certificate on our website (the padlock)
- Add password to sensitive electronic documents.
- We must have a privacy statement on our emails – also to note that the content of emails should always be considered carefully, not emotional/opinion and based on fact as it could be used in an investigation in the future.
- Planning applications – SCDC should inform applicants how their data will be used.
- Booking forms/Hire agreements – need to introduce a tick box on our booking form to let hirers know that we will be processing their personal data for invoicing purposes and minutes (although will try to anonymise individual names in the financial spreadsheet for full council minutes)
- Grant application forms – applicants must be made aware that we will be processing their personal data.
- Minutes/Agendas/Reports – Need to anonymise information where possible, but do need an accurate record of the meeting.
- Letters from the public – need to ensure that they are disposed off according to retention policy.

- Banking/Accounts information – We do hold information in our accounts and where that pertains to an individual we will write to them to advise them that we hold this data and why e.g. invoicing/payment purposes
- Facebook – advice is that you don't respond as an individual
- Councillors have to look at their own responsibilities.

### **Security**

- All computers/Laptops/Smart Phone/Phones/tablets that have PC information on them should be secure. They should all have a password and be stored securely and not be used by others.
- All Councillors and PC staff should have an email for PC purposes only – not use personal email addresses. NB: if you have a .gov.uk email address it gives a higher level of security.
- Should have up to date virus protection (malware/spyware) on computers/phones etc
- It is advised that we should know where to find the Dropbox privacy statement and check it
- Personal information should be stored in lockable cupboards/ or locked files on computers/phones
- Suggestion of locking home offices

### **Polices**

- IT policy – check/add info regarding breaches and how we will deal.
- Homeworking policy. Should consider locking home offices.
- Mobile phone policy. Ideally phones should be password protected and encrypted. Screensavers to go off after x period to avoid others seeing data on screen.
- Leaving policy for Cllrs so that they don't hold onto personal info when they leave.
- Communications policy – update.

### **Useful info**

- Template letters etc will be available from the SLCC in January/February next year.
- ICO postcards are useful to print out and send out with letters or for information purposes.

### **18F/167.**

#### **Pay Rise**

SLCC have recommended a 2% pay rise (as from April 18) for employees whose salaries start at £19,430 per annum with a further 2% the following financial year.

History – last year in June the Parish Council staff received a 1% pay rise which was backdated to the start of the financial year.

### **18/F/168.**

#### **Financial Regulations 10.1 and 10.5**

10.1 – An official order or letter shall be issued for all work, good and services unless a formal contract is to be prepared or an official order would be inappropriate (as a result of low – less than £25 – item cost or supply via a Council-authorized Trade Account). Copies of orders shall be retained

10.5 – The Clerk or RFO shall verify the lawful nature of any proposed purchase of any item costing more than £25 before any purchase, whether or not on a Trade Account, before the issue of any order, and in the case of new or infrequent purchases or payment, the Clerk or RFO shall ensure that



the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

**18F/172.**

**Asset Register**

Sent separately