

AGENDA PACK
Finance, Legal and Administration committee
Monday 24th July 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, 250a High Street, Cottenham
Monday 24th July 2017 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

17F/087. 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/088. To accept Declarations of Interest and Dispensations – *i. To receive disclosures of pecuniary and non-pecuniary 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/089. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 27th June 2017 be signed as a correct record.

17F/090. 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/091. Review of monthly management accounts (to 30th June 2017) – Cllr Young & RFO

17F/092. Review of monthly bank reconciliation (to 30th June 2017) – Cllr McCarthy & RFO

17F/093. Consider the implications of the new Data Protection Regulations when enacted – Cllr Bolitho

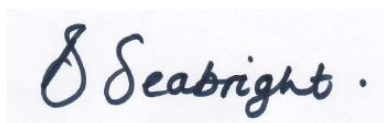
17F/094. Consider the use of sandboxing computers as a new way to counter hacking attacks – Cllr Bolitho

17F/095. Matters for consideration at the next meeting

- Review of monthly management accounts (to 31st August 17)
- Review of monthly bank reconciliation (to 31st August 17)

17F/096. Date of next meeting – Thursday 28th September 2017

17F/097. Close of meeting –



Debbie Seabright – RFO

17/07/17

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 in the Village Hall, Lambs Lane, Cottenham, Cambridge

On Tuesday 27th June 2017

Present: Cllrs: Bolitho, Collinson, McCarthy, Young, RFO

17F/074. Election of chair – Cllr Young was proposed and seconded by 2 committee members and voted as the chair for the next year.

17F/075. Chairman's introductions and Apologies – Cllr Morris (Parish Council Business)

17F/076. 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/077. Minutes - Resolution that the minutes from the committee meeting held on Thursday 25th May are a correct record – **RESOLVED**

17F/078. 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/079. Review of monthly management accounts (to 30th April 2017) – The committee were satisfied that this was an accurate record.

17F/080. Review of Bank Reconciliation to the end of May 2017 – Cllr McCarthy and RFO completed a bank reconciliation earlier on in the month (19th June 2017) the committee were satisfied with the report given.

17F/081. Consider electricity quotes from LSI – LSI have contacted us with a recommendation that we renew our electricity with Scottish and Southern for the Village green, Recreation ground and the Pavilion. The committee reviewed the quotes and noted that the energy prices were lower last year and our understanding is that they have risen since. In addition, the RFO had looked at some comparison sites and on this basis the quotes appeared competitive. Resolution to accept the recommendation of LSI dated 26th June 2017 - **RESOLVED**

17F/082. Consider draft of our Equal Opportunities Policy – Cllr Morris had prepared a draft which the committee considered and felt satisfied for this draft to go forward to the next full council for adoption. Cllr Collinson noted that we ought to consider how we encourage a more representative group of councillors on the parish council.

17F/083. Consider money laundering issues – Cllr Bolitho is keen for us to make sure that we are protected from fraud, we discussed the processes that are currently in place and are satisfied that they are currently sufficiently robust.

17F/084. Matters for consideration at the next meeting

- Review of monthly management accounts (to 30th June 17)

- Review of monthly bank reconciliation (to 30th June 17)
- Consider the implications of the Data Protection Regulations when enacted.
- Freedom of information processes and charges

17F/085. Date of next meeting – Monday 24th July (at the Office)

17F/086. Close of meeting – 20.25

Signed _____(Chair) Date_____

17F/091.

Management accounts sent out separately.

17F/092.

Bank reconciliation (reconciled on 10th July 2017)

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

In summary:

£683,104.56	Cash at Bank (as of the 30 th June 2017)
-£7331.08	creditors
+ £4798.19	Debtors
£680,571.67	Net balance on bank reconciliation

+ VAT owed £4182

Minus: £2000 Accruals

Minus: £1033 PAYE

Net assets: £681,720.67

Creditors

- AJ King £3469.48
- British Gas - £789.02
- BCS £55.80
- Cambridge Water Business £701.42
- Collier Turf - £643.14
- CSA Cleaning £66.34
- Debbie Seabright £9.97
- Easton Landscape Services £720
- Green and Purple £60
- Kompan £160.80
- Mark Weatherhead £34.42
- Old West Internal Drainage Board £77.04
- Sam McManners £19.65
- Staples £155
- Target Print £369

TOTAL £7331.08

Debtors

- Baby Clinic- £124.20
- Cottenham Day Centre - £270

- CUSSC £3120
- Debbie Wiltshire £30
- Debbie Prince £16.80
- Helena Haramis £30
- Jane Williams – £110.40
- Thurstons - £244.20 (OVERDUE)
- Katherine Barnwell - £180
- Ladybird Preschool - £156.59
- John Lawson Circus - £360
- Lucy Drumbrell - £36
- Skatepark £120

TOTAL £4798.19

17F/093

Data Protection Regulations

Link sent out with some preliminary information



<https://iconewsblog.wordpress.com/2017/03/20/information-governance-survey/>