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Cottenham | Parish
Council

AGENDA PACK
Finance, Legal and Administration committee
Thursday 25th May 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 Village Hall, Lambs Lane, Cottenham, Cambridge
Thursday 25th May 2017 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

17F/062. 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/063. 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/064. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 25th April 2017 be signed as a correct record.

17F/065. 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/066. Review of monthly management accounts (to 30th April 2017) – Cllr Young & RFO

17F/067. Review of monthly bank reconciliation (to 30th April 2017) – Cllr McCarthy & RFO

17F/068. Consider our Freedom of information policy (adopted March 2013)

17F/069. Consider amendment of our Fidelity Cover figure (section 5) in our Risk assessment following internal audit report – RFO

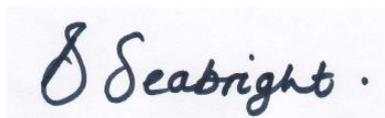
17F/070. Consider extensions to our Equal Opportunities Policy – Cllr Morris

17F/071. Matters for consideration at the next meeting

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

17F/072. Date of next meeting – Tuesday 27th June

17F/073. Close of meeting –



Debbie Seabright – RFO

19/05/2017

Right Side Entrance, Community Centre

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

17F/064.

DRAFT MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge
On **Tuesday 25th April 2017**

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

17F/050. Chairman's introductions and Apologies – Cllr Mudd (Personal reasons)

17F/051. 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/052. Minutes - Resolution that the minutes from the committee meeting held on Thursday 30th March 2017 are a correct record – **RESOLVED**

17F/053. 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/054. Review of monthly management accounts (to 31st March 2017) – The committee reviewed the management accounts to the end of March 2017 – The committee were satisfied that this was an accurate record. The committee reviewed how capital items are shown on the management accounts and have agreed to put them in a section together when there has been a commitment to go ahead with the project.

17F/055. Review of Bank Reconciliation – Cllr McCarthy and RFO completed a bank reconciliation earlier on in the month (4th April) and again later in the month (21st April) the second meeting was to review changes due to end of year adjustments by the accountant (prepayments) and invoices received later but dated in the previous month. Resolution to treat invoices not received by the 31st March as arising in the next financial year for accounting purposes - **RESOLVED**

17F/056. Authorise and pay Cheffins invoice dated 31st March 2017 – Resolution to authorise and pay Cheffins invoice of £250 (inclusive of VAT) for professional advice regarding the Land adjacent to the access road to the recreation ground - **RESOLVED**

17F/057. Internal Audit feedback – The internal audit feedback was very positive. The auditor made some recommendations for future:

- to enhance the audit train use SAGE reference numbers for online transactions – the committee agreed that at the end of each month we will print out an online transactions list and label the payments with the corresponding invoice and SAGE reference.
- To update the Risk Assessment with the amended Fidelity Cover figure of £1,000,000 - (finance committee to recommend to full council)

- To ensure the b/f figure from the 2017 Annual Return are correct and that any restatement made on Boxes 2 and 3 2015 are incorporated - RFO to check that figures are entered correctly

17F/058. FLAC report for the Annual Parish meeting – Cllr Young has completed a first draft of the report and Cllr Morris has produced a short form summary of the end of year accounts to be included.

17F/059. Matters for consideration at the next meeting

- Review of monthly management accounts (to 30th April 17)
- Review of monthly bank reconciliation (to 30th April 17)

17F/060. Date of next meeting – Thursday 25th May

17F/061. Close of meeting – 8.55

Signed _____ (Chair) Date _____

17F/066. Review of Monthly management accounts (to 30th April 2017) – sent out separately.

17F/067. Bank reconciliation (reconciled on 15th May)

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

In summary:

£727,437.95	Cash at Bank (as of the 30 th April 2017)
-£25,383.13	creditors
+ £8108.60	Debtors
£710,163.42	Net balance on bank reconciliation

+ VAT owed £5130

Minus: £2000 Accruals

Minus: £699 PAYE

Net assets: £712,594.42

Creditors

- AJ King £4382.68
- Birketts £3600
- British Gas £1808.10
- BCS £67.20
- Calor Gas £668.86
- Capalc £703.15
- Connection Bus £2445
- CSA £58.29
- Debbie Seabright - £12.47
- Dom Sylvester £537.60
- Essex Chambers £9600
- FECA £15
- Green and Purple - £1020
- Heelis and Lodge £410
- Jo Brook £16
- Staples £38.78

TOTAL £25,383.13

Debtors

- Baby Clinic- £124.20
- Cottenham Colts – £1776.00
- Cosworth Group - £100
- CUFC - £1776.00
- CUSSC - £3120.00
- Day Centre - £240

- Helena Haramis - £30
- Jane Williams – £55.20
- Thurstons - £244.20
- Katherine Barnwell - £180
- John Lawson Circus - £360
- Sharon Amiss-Gallant (deposit of £50 back after hire date)
- Skatepark £120
- SCDC - £33

TOTAL £8108.60