

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 10th November 2015

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 on **Tuesday 10th November 2015 at 7.15pm**

AGENDA

The Public and Press are invited to attend

15F/189. Chairman's Introduction and Apologies

15F/190. Any Questions from the Public or Press – 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.

15F/191. Declarations of Interest - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting.

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.

15F/192. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Thursday 1st October be signed as a correct record.

15F/193. Update on the Changing rooms project – Cllr Morris & Mudd

15F/194. Review of monthly management accounts (to 30th September 2015) – Cllr Young

15F/195. Review of monthly bank reconciliation (to 30th September 2015) – Cllr McCarthy

15F/196. Review of the External audit report - RFO

15F/197. Sports Clubs Agreements – to consider wording and fees for the use of pitches and the new Pavilion – Cllrs Morris and Mudd

15F/198. Consider Office space requirements for the Parish council – Cllr Morris and Mudd

15F/199. To consider contributing to the laying of turf or re-seeding the 2 CCC patches of land outside Icení new homes on Histon Road – Cllr Bolitho

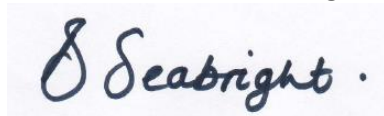
15F/200. Consider how spending from the Sponsorship fund can be accelerated if FLAC is not readily available to agree resolutions – Cllr Bolitho

15F/201. Budget planning for 2016-17 -

15F/202. Matters for consideration at the next meeting

15F/203. Date of next meeting

15F/204. Close of meeting



Debbie Seabright – RFO

3rd November 2015

MINUTES of FLAC Meeting

Held in the Village Hall, Recreation Ground, Cottenham
On **Thursday 1st October 2015**

Present: Cllrs: Bolitho, McCarthy, Morris, Mudd, Young, RFO (Debbie Seabright)

15F/181. Chairman's introductions and Apologies – None

15F/182. Standing orders to be suspended- Any Questions from the Public or Press – Standing orders to be suspended

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15F/183. Standing Orders re-instated- Declarations of interest – To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting
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 j 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 – None

15F/184. Minutes – Resolution that minutes from the committee meeting held on the Tuesday 29th September are a correct record – **RESOLVED**

15F/185. Budget planning for 2016 – The committee met for our first budget planning meeting for 2016-17. The committee considered our basic income and expenditure in the next financial year.

15F/186. Matters for consideration at the meeting

- Update on Changing room's project and financing to date Cllr Mudd and Morris
- Review of monthly management accounts (standard item) Cllr Young
- Bank reconciliation (standard item) – Cllr Morris
- Office space for the Parish council
- Sponsorship monies

15F/187. Date of next meeting – Tuesday 10th November

15F/188. Close of meeting – 21.20

Signed _____ (Chair) Date _____

15F/193 Update on the Changing rooms project – Cllr Morris & Mudd

- Financially the project remains within budget and, technically, “practically complete”
- Durman Stearn have completed all their work on-site and are invoiced to 97.5% point
- Murfitt are working through various snag lists
- We have a few signage and other issues to finish
- The Pavilion is generally safe and usable, especially following the appointment of a Caretaker
- Negotiations are in hand over partnership agreements with key club users

15F/195 Bank reconciliation (to the end September 2015)

Council’s Bank Accounts at end of September were reconciled to our Sage system and are in order.

In summary:

| | |
|------------|------------------------------------|
| £484719.91 | Cash at Bank |
| -£43749.14 | creditors |
| + 6523.06 | debtors |
| £447493.83 | Net balance on bank reconciliation |

For management accounts

VAT owed £34,026.00

Minus £2100 Accruals and £94 PAYE

NET ASSETS £479325.84

15F/198 Consider Office space requirements for the Parish council – Cllr Morris and Mudd

Following visit to RBL by Cllrs Morris and Mudd with Clerk and RFO to assess transfer costs, and subject to agreement by Council and RBL, it appears that we could:

- transfer our office to the upstairs space in RBL and save money
- transfer our office to the upstairs space in RBL, expand storage space and still save money
- transfer all our office operations and public meetings to RBL at nominal extra cost

Details circulated separately

