

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Thursday 1<sup>st</sup> October 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 **Thursday 1<sup>th</sup> October 2015 at 7.15pm**

**AGENDA**

The Public and Press are invited to attend

**15F/181. Chairman's Introduction and Apologies**

**15F/182. 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/183. 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/184. Minutes** – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 29<sup>th</sup> September be signed as a correct record.

**15F/185. Budget planning for 2016** - RFO

**15F/186. Matters for consideration at the next meeting**

**15F/187. Date of next meeting**

**15F/188. Close of meeting**



September 2015

24<sup>nd</sup>

Debbie Seabright – RFO

Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge, CB24 8RZ

Tel: 07503 328401 Email: [rfocottenhampc@gmail.com](mailto:rfocottenhampc@gmail.com)

## **DRAFT MINUTES of FLAC Meeting**

Held in the Village Hall, Recreation Ground, Cottenham  
On **Tuesday 29<sup>th</sup> September 2015**

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

**15F/161. Chairman's introductions and Apologies – None**

**15F/162. Standing orders to be suspended- Any Questions from the Public or Press –** Standing orders to be suspended

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**15F/163. 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

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**15F/164. Minutes –** Resolution that minutes from the committee meeting held on the Tuesday 28<sup>th</sup> July are a correct record – **RESOLVED**

**15F/165. Changing rooms –** Cllr Morris reported to the committee that the Building & Groundwork handover is projected for Wednesday 7<sup>th</sup> October. Additional delay partly caused by delayed delivery of LPG tank, fitting of electricity meter and gas installation. Management & Safety protocols being developed. Official opening is planned for 11<sup>th</sup> October and is being opened by Daniel West. Expenditure within overall budget despite time overrun. Cleaning procedures, safety procedures, Booking systems, Club contracts and rates being developed.

**15F/166. Peter Dann Invoice -** Resolution to authorise and pay Peter Dann invoice for £1485.00 + VAT £297 total £1782 (Invoice no: 10-4895 dated: 28/08/15) - **RESOLVED**

**15F/167. Durman Stearn invoice –** Resolution to authorise and pay Durman Stearn invoice for £13,501.38 + VAT £2700.28 total £16201.66 (Invoice no: 06612 dated: 07/09/15) - **RESOLVED**

**15F/168. C.J Murfitt Ltd invoice –** Resolution to authorise and pay C.J Murfitt invoice for £64014.18 + VAT £12,802.84 total 76817.02 (invoice no: B73111 dated: 08/09/15) - **RESOLVED**

**15F/169. Cutting Edge PC invoice –** Resolution to authorise and pay Cutting Edge PC invoice for £125 (Dated 14/08/15) - **RESOLVED**

**15F/170. Review of monthly Management accounts/Cash flow –** The committee reviewed the management accounts to 31<sup>st</sup> August 2015. It was decided that as part of the bank reconciliation process to look at verifying net balance to net assets. As regards the Management accounts some revisions to be made to the document with regards to the tidying up of and use of nominal codes.

**15F/171. Review of monthly Bank Reconciliation -** Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to August 31<sup>st</sup> 2015), the committee accepted the report given by Cllr McCarthy.

**15F/172. Town Ground rent –** A letter of appeal was sent by Mr Gawthrop asking for a further revision of the rental amount to £60 per acre. Resolution to accept the offered payment of £60 per acre for the next year - **RESOLVED**

**15F/173. Consider capital grant management agreement and administration –** Resolution to consider making changes to the Financial Regulations to support administration of informal small

“Cottenham Chest” grants to not-for-profit groups and larger capital grants to qualifying third parties funded by developer S106 or Community Infrastructure Levy (CIL) - **RESOLVED**

**15F/174. Review of IT policy** – Cllr Morris presented a draft IT and Communications Policy for the committee to consider. Resolution to recommend to full council that the IT and Communications policy be adopted by the Parish Council - **RESOLVED**

**15F/175. iPads for use by councillors** – Resolution that FLAC proposes to full council that each Parish councillor be given an expense allowance of (paper/Ink/telephone costs) of £120 per financial year - **RESOLVED**

**15F/176. Oil consumption arrangements for the Parish Council** – When our current contract is up to consider quotes and possible brokerage firm.

**15F/177. Banking arrangements for the Parish council** – Prior to commencing our capital projects we recommended a revision to our banking arrangements. Spreading our capital across several accounts to minimise risk of loss and moving current and savings accounts from Lloyd to Unity Trust Bank. This process was suspended to avoid delaying payments during the capital projects. With practical completion and building handover imminent we could move ahead. Resolution to place future S106 monies into the Cambridge Building society account, Cllr Bolitho to research some online interest bearing accounts, RFO to research Scottish Widows savings accounts and to proceed with applying for a Unity trust current account and deposit account with 50K in each.

**15F/178. Matters for consideration at the meeting (end of October)**

- 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/179. Date of next meeting** – Thursday 1<sup>st</sup> October

**15F/180. Close of meeting** – 9.20

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

