

AGENDA PACK
Finance, Legal and Administration committee
Thursday 1st September 2016

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

Thursday 1st September 2016 at 7.30pm

AGENDA

The Public and Press are invited to attend

16F/106. Chairman's Introduction and Apologies

16F/107. 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.

16F/108. 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.

16F/109. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on the 28th June 2016 be signed as a correct record.

16F/110. Review of monthly management accounts (to 31st July 2016) – Cllr Young & RFO

16F/111. Review of monthly bank reconciliation (to 31st July 2016) – Cllr McCarthy & RFO

16F/113. Review of Asset register- Cllr Morris

16F/114. Review of Risk Assessment document– Cllr Morris

16F/115. Consider quote for insurance renewal – Cllr Mudd

16F/116. Review External Audit report from PKF Littlejohn – RFO

16F/117. Deadline for S137 donation requests – RFO

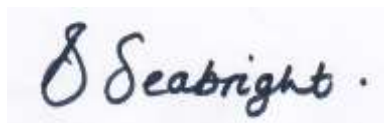
16F/118. Consider the additional work advised by BCS payroll to get administration of the pension scheme up to date - RFO

16F/119. Consider income section of the budget for 2016-17 - RFO

16F/120. Matters for consideration at the next meeting

16F/121. Date of next meeting –

16F/122. Close of meeting -



Debbie Seabright – RFO

Right Side Entrance, Community Centre

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

26th August 2016

DRAFT MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge

On Tuesday 28th June 2016

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

16F/090. Chairman's introductions and Apologies –

16F/091. Standing orders to be suspended- Any Questions from the Public or Press – Standing orders to be suspended

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16F/092. 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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16F/093. Minutes - Resolution that the minutes from the committee meeting held on Thursday 24th May are a correct record – one small amendment to Minute ref 16F/084 to remove (£28.32 and) as the actual cost was just the £40.01 - **RESOLVED**

16F/094. Review of monthly management accounts (to 31st May 2016) – The committee reviewed the management accounts to the end of May 2016, the RFO fed back an error in nominal 4000, the figure £538 was income into another nominal and has been corrected. The figure of £831 in nominal 7423 needs to be moved to the WARF bench/fence nominal. Request to split the S106 monies in the balance sheet. To hide the future accounts in the spreadsheet to avoid confusion. The committee were satisfied with the accounts.

16F/095. Review of monthly bank reconciliation (to 31st May 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st May 2016), the committee accepted the report given by Cllr McCarthy and RFO it was noted that Wiser have now paid their outstanding invoice.

16F/096. Authorise online payment to Central Source Ltd – Payment for Central Source Ltd for Cones and Belt barriers for use in the recreation ground car park (Order ref: S)129121) for £200 + VAT – Resolution to make this payment - **RESOLVED**

16F/097. Authorise and sign cheque payment to T J Training Ltd – Payment for T J Training Ltd for providing Basic Emergency First Aid Course (Invoice no: 02088) for £193.45 + VAT- Resolution to make this payment - **RESOLVED** (Standing orders suspended at 19.47 so that the member of public could add detail on this to say that approx. 11 people attended the First Aid course, standing orders reinstated at 19.49)

16F/098. Summer reading donation cheque – At the last full council meeting the council agreed to donate £150 for the Summer Reading Challenge at the Library. Resolution to make this payment - **RESOLVED**

16F/099. Consider income and expense estimates for the new village hall – Cllr Morris presented the working party provisional plans and the financial overview of the potential new village hall. The current costing is about £2,450,000 + VAT and the current design has some 577 m2 of lettable space within about 1,100m2 (Standing orders suspended at 20.05 so that the member of public could express his opinion in that the new village hall would have a car park attached which would be very beneficial Standing orders reinstated at 20.06) The committee reviewed the plans presented, Cllr Collinson asked that security of staff be considered (standing orders suspended at 20.08 for member of public to express his views on the placement of the lift in the building standing orders reinstated at 20.10). The new village hall will need a part-time manager and caretaker, supported by a proper event management system. The budgeted annual operating costs are 25,000 staff costs, 20,000 energy costs, 5000 non-domestic rates, 20,000 loan interest costs (total 70,000) the Loan capital costs are estimated at £110,000 per annum. We would need planning permission and a council resolution before we could apply for a public works loan. Cllr Morris then presented some likely revenue from 2019/20 onwards by breaking down the various areas within the building and the potential revenue for each area. The committee felt that we should look in more detail at business use in the building.

16F/100. Consider policy for retention of documents – The committee looked at the policy from NALC regarding local councils' documents and records. Resolution to recommend to full council the adoption of NALC Legal topic note 40 dated January 2013 - **RESOLVED**

16F/101. Consider transferring additional funds into Unity Trust saving account and closing 3 Lloyds bank accounts keeping just one open for cash payments – The committee discussed the closure of 3 accounts with Lloyds so that we just have one account with Lloyds for cash payments and were satisfied for the RFO to proceed with this.

16F/102. Consider donation request from Cambridgeshire Lowland Search and Rescue – Not in favour of supporting this due to not being specific to Cottenham

16F/103. Matters for consideration at the next meeting –

- Management accounts to 31st July 16 – Cllr Young
- Bank reconciliation to 31st July 16 – Cllr McCarthy/RFO

16F/104. Date of next meeting – Thursday 1st September

16F/105. Close of meeting – 21.12

Signed _____ (Chair) Date _____

16F/110. Management accounts – sent out separately

16F/111. Bank reconciliation (to the end July 2016)

Council's Bank Accounts at end of July 16 were reconciled to our Sage system and are in order.

In summary:

£638,967.73	Cash at Bank
-£12718.09	creditors
+ 6446.40	Debtors
£632,696.04	Net balance on bank reconciliation

+ VAT owed £1350

+ Prepayments £1300

Minus: £2000 Accruals

Minus: £608 PAYE

Net assets: £632,739

Creditors

- AC Leigh
- AJ King
- Andy Ward
- BC Group
- Bridgeman Maintenance
- BCS
- Calor Gas
- Chris Richards
- Cromwell Fire Ltd
- CSA
- CUSSC
- Debbie Seabright
- Sam McManners
- Event Hire Services
- Green and Purple Ltd

- Nick West
- PKF Littlejohn
- Staples

TOTAL £12718.09

Debtors

- CUSSC
- Michelle Plowman
- John Thurston
- Jane Williams
- Keith Carpenter
- Cottenham Day Centre
- William Prideaux Brune
- Debbie Prince

TOTAL £6446.40

16F/115. Consider quote for insurance renewal

Schedule sent out separately

Cover moved to the Zurich at 2015 renewal.

2015 premium was £2999.81. 3 year Long Term Agreement applies. Insurance Premium Tax of 6%.

2016 premium is £3255.23. Within this figure there is an overall discount for the LTA of 7.85%. Due to the LTA the rates are frozen for the 3 years.

Index linking of 5% applies to the property items. IPT increased to 9.5%.

Comparable sums insured between 2015 & 2016 are £1.632m & £1.713m, a difference of £81k.

The premium is increased by £255.42.

16F/116. Review External Audit report from PKF Littlejohn – Sent out separately