

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 24th May 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

Tuesday 24th May 2016 at 7.30pm

AGENDA

The Public and Press are invited to attend

16F/070. To elect the Chairman of the Finance and Administration Committee.

16F/071. Chairman's Introduction and Apologies

16F/072. 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/073. 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/074. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Thursday 28th April be signed as a correct record.

16F/075. Review Terms of Reference for the Finance and Administration committee.

16F/076. Review of monthly management accounts (to 30th April 2016) – Cllr Young & RFO

16F/077. Review of monthly bank reconciliation (to 30th April 2016) – Cllr McCarthy & RFO

16F/078. Review End of year accounts for 2015-16 – RFO

16F/079. Review financial regulations for procedures relating to internet banking – Cllr Morris

16F/080. Review report from the internal auditor – RFO

16F/081. Review Financial regulations to reflect the Public Contracts Regulations around tendering for contracts (11.1b) as recommended by our internal auditor

16F 082. Review Standing orders with a view to remove reference to the power of Wellbeing and to reflect the public contracts regulations 2015 around tendering for contracts as recommended by our internal auditor

16F/083. Review Payroll arrangements as we have a change of provider and if in agreement to sign letter of engagement– RFO

16F/084. To consider extending CPC's Public Liability and Personal Accidents cover to include litter picks – Cllr Mudd

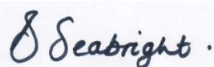
16F/085. Consider donation request from Relate Cambridge – RFO

16F/086. Annual stock checks – Cllr Bolitho

16F/087. Matters for consideration at the next meeting

16F/088. Date of next meeting –

16F/089. Close of meeting



Debbie Seabright – RFO

Right Side Entrance, Community Centre

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

18th May 2016

DRAFT MINUTES of FLAC Meeting

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

On **Thursday 28th April 2016**

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

16F/058. Chairman's introductions and Apologies – Cllr Mudd (unwell), Cllr Bolitho (absent)

16F/059. Standing orders to be suspended- 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 – No members of the public present*

16F/060. 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 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. No declarations*

16F/061. Minutes - Resolution that minutes from the committee meeting held on the Tuesday 22nd March are a correct record – **RESOLVED**

16F/062. Review of monthly management accounts (to 31st March 2016) – The committee reviewed the management accounts to the end of March 2016, no comments made and the committee were satisfied with the accounts.

16F/063. Review of monthly bank reconciliation (to 31st March 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st March 2016), the committee accepted the report given by Cllr McCarthy. The RFO commented that the invoice sent to Wiser for £452.11 has remained unpaid for several months despite several prompts. The committee agreed that this should be taken to the June full council meeting for further discussion. It was also decided that when future S106 indemnities are signed that the RFO will create an invoice so we can track them as a debtors.

16F/064. Review draft of end of year accounts – The committee considered a draft of the year end accounts 15-16 and made the following comments. The reference to 'assets under construction' in the text needs to be changed as the Pavilion has now been completed and is no longer 'under

construction'. The asset register needs updating. Note 9 (closing reserves) needed some clarification and it was agreed to change the name of the 'Loan fund' to 'Other reserves'

16F/065. Application for financial support from the Library for the summer reading challenge – The committee considered the application - Resolution to recommend that Cottenham library is granted £150 under the provision of the community chest for the summer reading challenge, to be taken to the June full council meeting for consideration – **RESOLVED**

16F/066. Application for financial support from the Salvation Army for new storage sheds – This application can be considered in principal however the committee agreed that further details regarding building design and costs are needed, in addition what level of contribution are the salvation army making towards the project or have they sought any alternative funding needs to be established. Planning permission implications need to be considered. RFO will email them and Cllr Morris happy to discuss further with them.

16F/067. Matters for consideration at the next meeting –

- Management accounts to 31st April 16 – Cllr Young
- Bank reconciliation to 31st April 16 – Cllr McCarthy/RFO
- Salary review of employees

16F/068. Date of next meeting – Thursday 24th April 2016

16F/069. Close of meeting – 20.30

Signed _____ (Chair) Date _____

16F/075.

Cottenham Parish Council

Terms of Reference

Finance, Legal & Administration Committee

1 Membership

- a) Membership is 7 members of the Parish Council, including Chair and Vice Chair “ex-officio”
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Committee has only Councillors as members

2 Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

3 Frequency of meeting

The Committee shall normally meet quarterly, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting shall be called to draft the budget for the following financial year and recommend a precept level to the Parish Council
- b) at least one meeting shall be called to consider the end of year accounts and Audit requirements

4 Notice of meetings

a) ordinary meeting

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting .

b) extra ordinary meeting

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked “draft, subject to amendment”) on the website within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

6 Areas of responsibility

The Finance, Legal & Administration Committee has delegated authority to: Terms of Reference Finance, Legal & Administration Committee Adopted by Cottenham Parish Council on 1st July 2014 Amendments to membership to clarify “ex-officio” adopted by Council on 3rd February 2015 Amendments to delegated financial authority adopted by Council on 3rd March 2015 Page 2 of 2

Policy & Regulation

- a) review the Financial Regulations at least annually, recommending any amendments to the Parish Council
- b) review the Standing Orders at least annually, recommending any amendments to the Parish Council
- c) recommend, and produce where necessary, policy documents for adoption by the Parish Council
- d) ensure that the Parish Council meets its internal and external audit requirements and receives and considers internal and external audit reports
- e) respond to consultations and requests regarding financial or legal matters

Financial Strategy & Planning

- f) formulate medium and long term financial strategies
- g) prepare a rolling 4-year plan to be reviewed quarterly
- h) submit to the Parish Council consolidated estimates of income and expenditure for the next financial year so as to recommend budgets and the required annual Precept

Financial Review & Monitoring

- i) review the accounts and estimates as necessary throughout the year
- j) review and make prioritised recommendations on the financial implications of any matters raised by Committees and Working Groups
- k) monitor quarterly expenditure against plan, including any necessary detailed reconciliations

Assets, Risk & Insurance

- l) ensure the Asset Register is properly managed and up to date (at least annually and as required)
- m) oversee legal aspects of assets e.g. registration, insurance
- n) conduct strategic Asset Management, including acquisitions and disposals
- o) review the Risk Management Plan, ensuring insurance cover is adequate, at least annually
- p) review and update the detailed Risk Assessment at least quarterly
- q) oversee matters related to Parish Council acquisition or disposal of land and property assets

Contracts & Legal

- r) review terms of existing and proposed contracts and report issues to the Parish Council
- s) provide contract templates for use by Committees, when requires

Office & Employment

- t) ensure appropriate contracts of employment and job descriptions are in place for all employed staff
- u) ensure that PAYE and pension provision are administered in accordance with regulations
- v) oversee office management issues related to finance or services

Information & Communication

- w) review information management and communication and report to the Parish Council (at least annually), including, when necessary, registration of the Parish Council with the Information Commissioner's Office under the Data Protection Act

Donations & Grants

- x) oversee, within an agreed process, requests for donations and grants
- y) follow up outcomes of grants and donations

7 Delegation of powers

- a) The Clerk may spend on any matter (in accordance with the Financial Regulations) deemed as an emergency, up to £5000 in any one quarter and report back to the Parish Council at its next meeting.
- b) When authorised by a Committee vote, the Committee may approve spending, up to 10% of the budget in a quarter on a delegated expense line item without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified.

8 Precedence

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

16F/077. Bank reconciliation (to the end April 2016)

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

In summary:

£637,733.26	Cash at Bank
-£11,962.35	creditors
+ 10,493.30	Debtors
£636,264.21	Net balance on bank reconciliation

Creditors

Traffic Data Collection £1230

Andrew King £3343.48

Calor gas £17.99

Chris Richards £139.29

Connections Bus Project £2178

Cromwell Fire Ltd £91.80

CUSSC £1080

Debbie Seabright £54.86

FECA £15

Green and Purple Ltd £960

Jo Brook £36.83

Sam McManners £43.76

Society of Local Council Clerks £165.60

Sovereign Design Play systems Ltd £2055.76

Southern Electric £302.88

Travis Perkins £181.40

Zurich £65.70

TOTAL £11,962.35

Debtors

Sports and Social Club £3120

Michelle Plowman £2158.80
CUFC £1250
Colts £1250
Ladybirds £952.59
John Thurston £480
Wiser recycling £452.11
Keith Carpenter (Hire of Village hall) £360
Sandra Archer £132
Cottenham Day Centre £120
Tara Penford (Hire of Village hall) £72
Jane Williams £69
Susan Smith (Hire of village hall) £60
Debbie Prince £16.80
TOTAL £10,493.30

16F/084. Insurance cover for Litter picks

There are 2 litter picks organised each year.

There are approximately 20-30 volunteers at each (including some under 16s who must be accompanied by an adult)

Insurance costs to cover for this event:

- **Public Liability £28.32**
- **Public Liability and Personal accident £40.01**