

,

Cottenham | Parish
Council

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 25th April 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
Tuesday 25th April 2017 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

17F/050. 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/051. 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/052. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 30th March 2017 be signed as a correct record.

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 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/054. Review of monthly management accounts (to 31st March 2017) – Cllr Young & RFO

17F/055. Review of monthly bank reconciliation (to 31st March 2017) – Cllr McCarthy & RFO

17F/056. Authorise and pay Cheffins invoice dated 31st March 2017 for £250 plus VAT £50 (Total £250) for professional advice re Land adjacent to the access road to the Recreation ground - RFO

17F/057. Internal Audit feedback – RFO

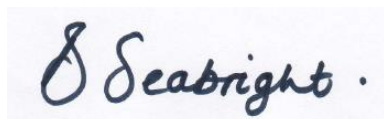
17F/058. FLAC report for the annual Parish meeting on the 9th May – Cllr Young

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 –



Debbie Seabright – RFO

20/04/2017

Right Side Entrance, Community Centre

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

17F/052.

DRAFT MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge
On **Thursday 30th March 2017**

Present: Cllrs: Collinson, McCarthy, Morris, RFO

17F/029. Chairman's introductions and Apologies – Cllr Bolitho (Work commitments), Cllr Mudd (Personal reasons) Cllr Young (Work Commitments)

17F/030. 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.

17F/031. 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 – Cllr Collinson declared a non-pecuniary interest regarding item 17F/041 as his wife is employed as a teacher at the primary school

17F/032. Minutes - Resolution that the minutes from the committee meeting held on Tuesday 31st January 2017 and Tuesday 28th February are a correct record – **RESOLVED**

17F/033. Review of monthly management accounts (to 28th February 2017) – The committee reviewed the management accounts to the end of February 2017 - The committee were satisfied with the accounts.

17F/034. To review the surplus in the current year – The committee looked at the current years surplus in the management accounts which stands at £10,307 (at the end of February 17)

17F/035. Consider suggested viring of funds between current account and reserves and between reserves – By the end of March we will reallocate charges (45K Open Spaces, 58K Capital projects) against reserves.

17F/036. To review the Asset register – Cllr Morris has reviewed and updated the Asset register. The following items were added: Health walker/Play House/CCTV/Phone box/additional laptop and printers. Resolution to adopt the amended asset register - **RESOLVED**

17F/037. Review of Bank Reconciliation (to 28th February 2017) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 28th February 2017), the committee accepted the report given.

17F/038. Consider grant request of £200 from Cottenham Library for the Summer Reading Challenge – The grant is requested so that the library in Cottenham can provide approx. 150 Cottenham children with the opportunity to take part in the Summer reading challenge. The committee recommends granting this request – to go to full council meeting.

17F/039. Consider grant request of £200 from Cottenham Holiday Club – The grant is requested so that the Christians together group can provide a holiday club for primary school age children to run for 5 mornings during a week in the summer holidays. The committee recommends granting this request – to go to full council meeting.

17F/040. Consider grant request of £250 from Cottenham Feast Committee – The grant is requested to cover the insurance costs of the event. The committee recommends granting this request – to go to full council meeting.

17F/041. Consider grant request of up to £1600 from Cottenham Primary School for Korfball equipment – The grant is requested so that the school can purchase Korfball equipment for use both at the school and by local children’s groups. The committee were unable to discuss this. To go on next full council meeting

17F/042. Consider how we proceed with Michelle Plowman debt – The committee discussed the debt and the progress in trying to get this back. We have had no response from Michelle.

Resolution to write the debt off in the accounts – **RESOLVED**

17F/043. Consider appointment of Green and Purple Ltd to complete our year end accounts for £600 + VAT – Resolution to appoint Green and Purple to complete our year end accounts - **RESOLVED**

17F/044. Consider April 2017 pay award figures for clerk and RFO and consider placing assistant clerk and caretaker on the SCP scale – The committee discussed this. Resolution to authorise the 1% pay rise for all Parish Council staff as from April 1st 2017 as recommended by SLCC - **RESOLVED**

17F/045. Authorise and pay CamAlarms Ltd £105.00 + VAT (Invoice no: 54703 dated 28th Feb 17) for call out to the alarm at the pavilion – The invoice was authorised and payment made using our online banking system.

17F/046. Authorisation for us to appoint a shredding company to remove paperwork from the office – We are currently having a sort out in the parish council office and have a lot of paperwork that needs safely disposing of. Resolution to employ Shred Station to remove old paperwork from the office - **RESOLVED**

17F/047. Matters for consideration at the next meeting

- Review of monthly management accounts (to 28th February 17)
- Review of monthly bank reconciliation (to 28th February 17)

17F/048. Date of next meeting – Tuesday 25th April

17F/049. Close of meeting – 20.35

Signed _____(Chair) Date_____

17F/054. Review of Monthly management accounts (to 31st March 2017) – sent out separately.

17F/055. Bank reconciliation (to the end of March 2017)

Council's Bank Accounts at end of March 2017 were reconciled to our Sage system and are in order.

In summary:

£593,263.62	Cash at Bank
-£19,316.78	creditors
+ £10,136.45	Debtors
£593,253.88	Net balance on bank reconciliation

+ VAT owed £1926

+ Prepayments £1300

Minus: £2000 Accruals

Minus: £603 PAYE

Net assets: £584,706.29

Creditors

- AJ King £3115.48
- Birketts £900
- Browns of Burwell £472.29
- BCS £67.20
- Cheffins £300
- Chubb - £907.61
- Connection Bus £2445
- CUSSC - £1130
- Debbie Seabright - £23.59
- Green and Purple - £60
- Lowther Forestry Group Ltd - £8544.00
- Nick West - £1300.88
- Pete Boyden - £14.97
- PHS Group - £24
- Sam McManners - £11.76

TOTAL £19,316.78

Debtors

- Baby Clinic- £124.20
- Cottenham Bowls Club - £180
- Cottenham Colts – £1776.00
- Cosworth Group - £100
- CUFC - £1776.00
- CUSSC - £3120.00
- Day Centre - £120
- Helena Haramis - £30
- Jane Williams – £110.40
- Thurstons - £244.20

- Katherine Barnwell - £180
- Ladybirds (Oil and Water)- £1637.65
- John Lawson Circus - £360
- Sharon Amiss-Gallant - £180
- SCDC - £198

TOTAL £10,136.45