

AGENDA PACK
Finance, Legal and Administration committee
Thursday 28th April 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 28th April 2016 at 7.30pm

AGENDA

The Public and Press are invited to attend

16F/058. Chairman's Introduction and Apologies

16F/059. 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/060. 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/061. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 22nd March be signed as a correct record.

16F/062. Review of monthly management accounts (to 31st March 2016) – Cllr Young & RFO

16F/063. Review of monthly bank reconciliation (to 31st March 2016) – Cllr McCarthy & RFO

16F/064. Review draft of End of year accounts for 2015-16 – RFO

16F/065 Consider application for financial support from the Library for the Summer reading challenge -

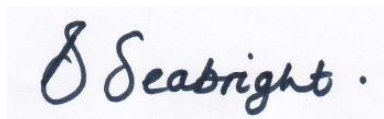
RFO

16F/066. Consider letter from the Salvation army for financial support re storage sheds - RFO

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

16F/068. Date of next meeting –

16F/069. Close of meeting



Debbie Seabright – RFO

22nd April 2016

16F/061.

DRAFT MINUTES of FLAC Meeting

Held in the Parish Council Office, High Street Cottenham
On Tuesday 22rd March 2016

Present: Cllrs: Bolitho, Collinson, Young, RFO (Debbie Seabright)

16F/041. Chairman's introductions and Apologies – Cllr Morris, Cllr Mudd

16F/042. Standing orders to be suspended- Any Questions from the Public or Press – Standing orders to be suspended

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16F/043. 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/044. Minutes - Resolution that minutes from the committee meeting held on the Tuesday 23rd February are a correct record - **RESOLVED**

16F/045. Review of monthly management accounts (to 29th February 2016) – Looking ahead towards the end of the year areas of underspend identified are highways by 40000, outdoor gym equipment by 18,000 and Pavilion costs. RFO to put the electricians charge for putting up the Christmas lights in a new nominal account and move it from the Christmas concert account. The committee reviewed the management accounts to 29th February 2016 to the committees' satisfaction.

16F/046. Review of monthly bank reconciliation (to 29th February 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 29th February 2016), the committee accepted the report given by Cllr McCarthy.

16F/047. Bullfinch invoice payment - Resolution to authorise and sign cheque for the Queens 90th birthday beacon for £299 + VAT from Bullfinch Ltd - **RESOLVED**

16F/048. To review parish council trade accounts – The committee reviewed the report in the agenda pack which details who the parish council has accounts with (CSA, Staples, Travis Perkins, Browns of Burwell, AC Leigh, Pecks) and who can purchase items from each account. The council were satisfied with the arrangements as reported in the agenda pack.

16F/049. To consider carrying out a cost benefit analysis of all our assets – At the end of the financial year we will look in more detail at the nominal ledgers to see what information we have around expenditure/income on parish council land.

16F/050. Feedback from RFO VAT training day – The committee considered the feedback from the training day (see report pack) and decided to research whether we can go back to quarterly VAT returns.

16F/051. Sovereign invoice payment – Resolution to authorise and sign cheque for deposit for double health walker for £428.28 + VAT from Sovereign Ltd - **RESOLVED**

16F/052. Rate payments – There was an existing authority to pay SCDS for the Village hall and Pavilion Non-Domestic rates by Direct Debit, however the bank did not receive the mandate. The committee agreed that the authorisation already existed and signed a cheque for the rates for £2579.01 for South Cambridgeshire District Council.

16F/053. To provide a short summary activity report for inclusion in the Annual Parish Report – RFO and Cllr Morris will meet next Tuesday to draft a report for the Annual Parish meeting, this draft to be shared with the chair of the FLAC committee for comment. The committee resolved that we remove the summary of our possible use of reserves as use has not been agreed by full council and may be misleading - **RESOLVED**

16F/054. Review of Asset Register – The council reviewed the current Asset register (last reviewed in June 2015). RFO to check that the up to date valuations of the Village hall/ladybirds are the current figures on the document reviewed. Need to tidy up some of the spreadsheet lines as misaligned. Also to check that the insurance level for items not individually listed is sufficient and include this total at the bottom of the spreadsheet. RFO to check with Clerk whether the parish council owns the dog bins in the village.

16F/055. Matters for consideration at the next meeting –

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

16F/056. Date of next meeting – Tuesday 28th April 2016

16F/057. Close of meeting – 20.47

Signed _____ (Chair) Date _____

16F/063.

Bank reconciliation (to the end March 2016)

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

In summary:

£555,879.63	Cash at Bank
-£17108.62	creditors
+ 9837.50	Debtors
£548,608.51	Net balance on bank reconciliation

For management accounts

+ VAT owed £9821

+ Prepayment for rent £1300

Minus - Accruals for Professional and Audit fees £2000

NET ASSETS £557,729.51

Creditors

Traffic Data Collection £1230

Andrew King £3043.48

BC Group Trust £532

Cambridge Water £64.73

Chris Richards £92.30

Chubb £1122.01

Connections Bus Project £1300

CSA £177.31

CUSSC £1080

Debbie Seabright £85.62

Enventure £4729.20

Green and Purple Ltd £216

Jo Brook 45.14

Nick West £573.75

Orchard Park community centre £210

PHS Group £24

Sam Mcmanners £28.45

Society of Local Council Clerks £284.40

Staples - £92.23

TOTAL £17,108.62

Debtors

Sports and Social Club £3120

Day Centre £300

Buggy boot camp £25.20

Jane Williams £331.20

Ladybirds oil recouped £952.59

Michelle Plowman £1124

Colts £1440

CUFC £1680

Bowls club £100

Wiser recycling £452.11

Keith Carpenter (Hire of Village hall) £180

Tara Penford (Hire of Village hall) £72

Susan Smith (Hire of village hall) £60

TOTAL £9837.50