

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 28<sup>th</sup> February 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 28<sup>th</sup> February 2017 at 7.30pm**

**AGENDA**

The Public and Press are invited to attend

**17F/013. Chairman's Introduction and Apologies**

**17F/014. 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 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.*

**17F/015. 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 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.*

**17F/016. Minutes** – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 31<sup>st</sup> January 2017 be signed as a correct record.

**17F/017. Review of monthly management accounts (to 31<sup>st</sup> January 2017)** – Cllr Young & RFO

**17F/018. To review the surplus in the current year** - FLAC

**17F/019. Review of monthly bank reconciliation (to 31<sup>st</sup> January 2017)** – Cllr McCarthy & RFO

**17F/020. Consider grant request from Cottenham Library for the Summer Reading Challenge** – RFO

**17F/021. Consider grant request from Cottenham Holiday Club** – RFO

**17F/022. Consider grant request from Cottenham Feast Committee** – RFO

**17F/023. Consider how we proceed with Michelle Plowman debt** – Cllr Morris

**17F/024. Consider alternative banking arrangements regarding Lloyds account** – RFO

**17F/025. To authorise and pay Invoice no:10715129 dated 23/01/17 to Cambridgeshire County Council for**

**Street Lighting Energy from 1<sup>st</sup> October 2015 to 30<sup>th</sup> September 2016 for £963.01** - RFO

**17F/026. Matters for consideration at the next meeting**

- Review of monthly management accounts (to 28<sup>th</sup> February 17)
- Review of monthly bank reconciliation (to 28<sup>th</sup> February 17)

**17F/027. Date of next meeting – Thursday 30<sup>th</sup> March**

**17F/028. Close of meeting –**



Debbie Seabright – RFO

21<sup>st</sup> February 2017

**DRAFT MINUTES of FLAC Meeting**

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge  
On **Tuesday 31<sup>st</sup> January 2017**

**Present:** Cllrs: Bolitho, Collinson, Morris, Young, RFO

**17F/001. Chairman's introductions and Apologies** – Cllr McCarthy (Personal reasons) Cllr Mudd (Illness)

**17F/002. 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/003. 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 - None*

**17F/004. Minutes** - Resolution that the minutes from the committee meeting held on Thursday 15<sup>th</sup> December 2016 are a correct record – **RESOLVED**

**17F/005. Review of monthly management accounts (to 31<sup>st</sup> December 2016)** – The committee reviewed the management accounts to the end of December 2016 - The committee were satisfied with the accounts. It was noted that the surplus in the current year stands at £46,741 and we need to monitor this closely over the next 3 months in case of an overspend in this financial year.

**17F/006. Review of Bank Reconciliation (to 31<sup>st</sup> December 2016)** – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31<sup>st</sup> December 2016), the committee accepted the report given.

**17F/007. Consider the draft Business Plan for the new Village Hall and Nursery** – The committee considered the draft Business Plan drawn up by Cllr Morris. This covered the reasons/need for building a new village hall. The challenges, limitations, and risks that we need to be aware of. The design/layout of the building, potential users of the building, marketing and the financial implications. To be considered by full council on the 7<sup>th</sup> February 2017.

**17F/008. Consider items to include in the Annual report** – Items to include in the annual report. Bank reconciliation process, monthly management accounts process, commencement of online banking, budget process. Any further items/suggests to RFO

**17F/009. Consider audit arrangements** – We have appointed Heelis and Lodge as our internal auditors for the previous two years. Resolution that subject to availability and for costing of £500 or less + VAT that we appoint Heelis and Lodge to do our 2017 internal audit. **RESOLVED**

**17F/010. Matters for consideration at the next meeting**

- Review of monthly management accounts (to 31<sup>st</sup> January 2017)
- Review of monthly bank reconciliation (to 31<sup>st</sup> January 2017)

- To review surplus in current year
- Consider Michelle Plowman's debt

**17F/011. Date of next meeting – Tuesday 28<sup>th</sup> February**

**16F/012. Close of meeting – 21.16**

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

**17F/017. Management accounts** – sent out separately.

**17F/019. Bank reconciliation (to the end January 17)**

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

In summary:

£616,474.54	Cash at Bank
-£15,536.03	creditors
+ £9657.41	Debtors
£610,595.92	Net balance on bank reconciliation

**+ VAT owed £6831**

**+ Prepayments £1300**

**Minus: £2000 Accruals**

**Minus: £573 PAYE**

**Net assets: £616,153.92**

**Creditors**

- CUSSC - £3120.00
- Cambridge Day Centre - £150.00
- Debbie Prince - £33.60
- Jane Williams - £96.60
- Thurstons - £244.20
- John Lawsons Circus - £360.00
- Michelle Plowman - £5455.01
- SCDC - £198.00

**TOTAL £15,536.03**

**Debtors**

- AJ King £3043.48
- A Mappedoram - £69.43
- British Gas - £1358.14
- Browns of Burwell - £1007.58
- BCS - £33.60
- Connections Bus - £2689.50
- Debbie Seabright - £6.60
- Durman Stearn - £5506.75
- Keep Britain Tidy - £360.00
- Nick West - £1239.13
- Pete Boyden - £42.00
- Staples - £137.92
- Travis Perkins - £41.90

**TOTAL £9657.41**

**17F/024. Consider alternative banking arrangements regarding Lloyds account**

- We currently have £156,260.31 in Lloyds bank with no interest but no fees.
- Consider transferring this to one of our Unity Trust accounts.
- It might be useful to keep the Lloyds account open with the minimal amount so that we can pay in cash as we are unable to do this with the Unity Trust accounts