

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 28th July 2015

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 on

Tuesday 28th July 2015 at 7.15pm

AGENDA

The Public and Press are invited to attend

15F/141. Chairman's Introduction and Apologies

15F/142. 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.

15F/143. 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.

15F/144. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Thursday 25th June be signed as a correct record.

15F/145. Update on the Changing rooms project – Cllr Morris & Mudd

15F/146. To authorise C.J Murfitt Ltd invoice (B72999) dated 07/07/15 and sign cheque for £103,541.74 + VAT £20,708.35 Totalling £124,250.09 – Cllr Morris

15F/147. To authorise HPN invoice (1686/15/3092) dated 30/06/15 and sign cheque for £125 + VAT £25 Totalling £150 – Cllr Mudd

15F/148. Community Centre request for S106 monies from the Beach Road development
- RFO

15F/149. Update on the Skate park project – Cllr Morris

15F/150. Review of monthly management accounts/Cash flow – Cllr Young

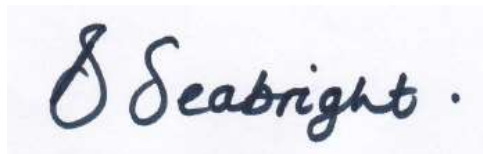
15F/151. Review of monthly bank reconciliation (to June 30st 2015) – Cllr Morris & Heydon

15F/152. Insurance reassessments – Consider quotes from insurance providers – Cllr Mudd

- 15F/153. Electricity renewal quotes - RFO**
- 15F/154. How Sponsorship monies given to the parish council are used– Cllr Bolitho**
- 15F/155. Purchase of tablets for use by the council – Cllr Bolitho**
- 15F/156. Office space for the Parish council – Cllr Mudd & Morris**
- 15F/157. Cottenham Chest fund – Cllr Morris**
- 15F/158. Matters for consideration at the next meeting**
- 15F/159. Date of next meeting**
- 15F/160. Close of meeting**

Debbie Seabright – RFO
Right Side Entrance, Community Centre
250a High Street, Cottenham, Cambridge, CB24 8RZ
Tel: 07503 328401
clerk@cottenhampc.org.uk

21st July 2015



D Seabright .

15F/144.

MINUTES
Cottenham Parish Council
Finance, Legal and Administration Committee Minutes

Held in the Village Hall, Lambs Lane, Cottenham
On **Thursday 25th June 2015**

Present: Cllrs: Bolitho, Heydon, Morris,

15F/114. Chairman's introductions and Apologies – Cllr Mudd, Cllr Young

15F/115. 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 Public or press present

15F/116. 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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15F/117. Minutes – Minutes from the committee meeting held on the Tuesday 26th May are a correct record – **RESOLVED**

15F/118. Update on the Changing rooms project – Financially the Parish Council is in the 4th cycle of grants and all is going to plan. CJ Murfitt are nearing completion of phase 2, "topping out" expected by 7th July. There is a short 2 weeks delay anticipated following wind-post/roller-shutter misalignment. Options to finish off access road being finalised. Donations being sought for shopping list of "19 room final fit" items. Pavilion clocks to be reinstated on two facia. Signage (grant recognition) to be arranged prior to opening. Nominations now invited for the formal name of the building. Invitation lists, press coverage need consideration.

15F/119. To authorise Murfitts Invoice payment – Resolution to authorise payment for invoice dated 09/06/15 for £34331.14 + VAT (£6866.23) Totalling £41197.37 - **RESOLVED**

15F/120. Update on the Skate Park project - Now "practically complete" within time and budget; 2.5% "warranty" retainer. Final signage (disclaimers and grant acknowledgements) are being arranged. Consideration being given to access pathway for disabled users etc. Opening event scheduled for 12th July; invitations, press coverage being arranged.

15F/121. To authorise Wheelscape invoice payment – Resolution to authorise payment for invoice dated 11/06/15 for £25985.75 + VAT (£5197.15) Totalling £31182.90 – **RESOLVED**

15F/122. To authorise Anglian Water payment – Resolution to authorise S106 payment for water connection charge for new changing rooms for £176 + VAT (£35.20) totalling £211.20 - **RESOLVED**

15F/123. Review of monthly Management accounts – The committee reviewed the management accounts to 31st May 2015.

15F/124. Review of monthly Bank Reconciliation - Cllr Morris and RFO completed a bank reconciliation earlier on in the month (to May 31st 2015), the committee accepted the report given

by Cllr Morris and RFO. Discussion regarding two amounts on the customer accounts from 2013 where invoices produced had mistakenly charged VAT (Histon Early years for £55 and Ploughing society for £10). The committee agreed to reimburse these amounts.

15F/125. Consider who will undertake the responsibility of checking the bank reconciliation each month – Kate will observe this process for the month of June and defer decision to next meeting.

15F/126. Insurance reassessment – Consider recent valuations of Parish council buildings and parish council insurance due for renewal in September 2015 – The Village hall and Ladybirds have been valued in the last fortnight and the recommendation is that we increase our buildings cover to £1,000,000 as soon as possible. Resolution to increase our insurance values for all buildings to £1,000,000 - **RESOLVED**

The committee looked at an updated version of the asset register which included the new buildings valuations and recommendations from the internal audit. Proposal to adopt this new version of the asset register with 2 small amendments which are to include Tenison manor open space and Brenda Gautry open space in the document – **RESOLVED**

15F/127. Review of internal Audit report - Positive internal audit report from Heelis and Lodge. There were some recommendations which include 1) Writing cheque numbers on invoices which has now been implemented and back dated to the beginning of the financial year. 2) The fidelity cover within our insurance policy was under the recommended level however it was noted that we have two capital projects underway so this will rectify itself as the cover needed will reduce, however we need to monitor this more closely in the future. 3) It was noted that some of the land values on our asset register were blank, it was suggested that where a cost value is not known to use the last insured value and where an asset is land then it may be more appropriate to give the land a community value of £1 (our asset register has now been updated). 4) There was discussion at the audit regarding whether the Parish Council as a corporate body is the trustee of the King Georges Field (charity no 1082174) and in relation to this were asked to clarify with the Parish council insurance company where liability would lie. This has been actioned and established that the Parish council insurance is satisfactory.

15F/128. Town Ground rent – Consider obtaining quote to grade and value the land – In order to establish a correct rent the committee advises that we employ the services of a land valuer in order to grade the quality of the land. Proposal that Cllr Morris and Cllr Mudd employ the service of a land valuer to value the land - **RESOLVED**

15F/129. Consider formulating an IT policy for the parish council – Early draft considered. Disaster recovery must be considered. Defer further discussions to next meeting.

15F/130. Sponsorship of a bench outside of the Cottenham post office – Refer to highways and county highways to see if it is possible to locate a bench at the front of the post office

15F/131. Consider the use of a separate sponsorship bank account – Cottenham sponsorship fund nominal account to be created which will record all donations. RFO to create a form for people wishing to make a donation to the Parish Council detailing how much they would like to donate and what they would like the donation to be used for. To be considered at the next FLAC meeting.

15F/132. Consider FLAC meeting arrangements for August 2015 – Proposal that we do not have a meeting in August - **RESOLVED**

15F/133. Consider implications of CPC now being sole trustee of King George V Charity – King Georges field charity (Charity No:1082174) is now under the sole trustee of Cottenham Parish council as opposed to individual members of the council being trustees.

15F/134. Consider the disposal of a surplus CPC Laptop – We have a surplus laptop which is valued at half the price of the new laptop (£150). At the next full meeting any offers that we have had exceeding 40% of the value of the new one plus VAT to be considered

14F/135. Office space for the Parish Council – Our current office space is not big enough in regard to storage and does not allow public attendance at meetings due to space. We need to reconsider our office space situation. Proposal for Cllr Morris and Mudd to invite terms from three alternative suppliers - **RESOLVED**

15F/136. Pensions pension arrangements for the parish council staff – RFO and Cllr Bolitho met to consider three alternative pension providers (Royal Life, Nest and Legal and General). The outcome of this is a proposal to use Legal & Generals default pension fund as our pension plan for staff employed by the Parish council to authorise the RFO to implement this - RESOLVED

15F/138. Matters for consideration at the next meeting –

- Update on Changing room’s project Cllr Mudd and Morris
- Update on Skate Park project – Cllr Morris
- Review of monthly management accounts (standard item) Cllr Young
- Bank reconciliation (standard item) – Cllr Morris
- Cottenham chest fund
- Mechanism for decisions relating to how donations are used (consider creating a form for sponsorship.
- Item regarding who will undertake Bank reconciliations

15F/139. Date of next meeting – Tuesday 28st July

15F/140. Close of meeting – 21.15

Signed _____ (Chair) Date _____

15F/145. Update on the Changing rooms

- Phase 3 fit-out well under way.
- Project approx 3 weeks behind schedule; completion expected by mid-September
- Floor screeds in place; fist-fit and painting in progress
- FA and Football Foundation representatives very pleased with progress
- Overall costs appear within £640K budget
- Fifth grant claim cycle in progress
- Cash flow within ~£1,000 per week of plan, within the capacity of our Capital Fund
- Formal opening set of 10th October

15F/149. Update on the Skate park

- Project build is now complete
- Skate park officially opened on 12th July and in near-continuous use.
- Formal user agreement being prepared for Cottenham Skate Club.
- Overall cost approximately £84,000 compare to budget of £90,000
- Final Report and claim being prepared for WREN and SCDC.

15F/151. Bank Reconciliation

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

In summary:

£510,799.27	Cash at Bank
-£72,591.47	creditors
--£7,469.60	debtors
£445,677.60	Net balance

It should be noted that we anticipate medium-term liabilities for some £390,000 for the new Pavilion and around £140,000 of potential grant claims.

Two accounting anomalies were discovered:

- Our "prepayment" for the Parish Office was not being rolled down month by month
- Grant claims were not treated as invoices so amounts due did not show as debtors

The delayed grant payments by Sport England have now been fully resolved.

15F/152. Insurance reassessments

Item 15F/152 – Insurance Reassessments

Insurances are due 11th September 2015

Present Insurer – Aviva.

Long Term Agreement (LTA) expires this year.

Four Quotations have been received against our current Assets & Risks

Aviva - £4,933.42 inclusive of 6% Insurance Premium Tax (IPT)

No reduction shown for LTA

Ecclesiastical - £4,810.37 inclusive of 6% IPT

No reduction shown for LTA

Hiscox - £4,553.96 inclusive of 6% IPT

No reduction shown for LTA

The sums insured used for the calculation of the premium for each of the 3 Insurers are not in accordance with the figures shown in the Asset Register, and do not include the new changing rooms or the new skatepark.

There are small variations in cover between the 3 Insurers, but they are not significant.

Zurich - £3,255.41 inclusive of 6% IPT

With a 3 year LTA the premium becomes £2,999.81

The correct sums insured have been used as per the figures shown on the Asset Register and the premium includes the new changing rooms and the new skatepark.

The Public Liability & Officials Indemnity limits are £12M for both compared to £10M and £500,000 respectively for the other 3 Insurers.

Recommended resolution:

“Subsequent to further validation of the quotation details, FLAC recommends that Council approves acceptance of the Zurich quotation”

15F/153. Electricity renewal quotes

The quotes have not yet been sent to me.

15F/156. Office space for the Parish Council

Following a previous resolution to investigate further, we issued a request to three local parties thought to have space available:

“For some time, and especially since we adopted a Committee system last year and recruited an additional member of staff a few weeks ago, the current Parish Office has become too small for our operational needs. We are having to hold most of our Committee meetings in the Village Hall, which is not always available, or we may lose letting income; and we do not have sufficient secure storage for our records.

Our needs can be summarised as follows:

- Exclusive use of approximately 20 square metres lockable office space
- Ground floor location to facilitate access by disabled
- Disabled and other toilets within vicinity
- Friendly to mobile communications

If you have, or will shortly have, accommodation that appears to meet this need, please advise details with provisional terms and conditions.”

All three parties responded.

- None have disabled toilets available; all have ground floor access
- All three would require additional arrangements to secure adequate communications
- A has no adequately-sized lockable office space
- B and C have adequately-sized lockable office space
- C also has a ground floor hall that could accommodate Council/Committee meetings
- B is highest cost

Suggested resolution:

“FLAC recommend further investigation of transition costs etc for option C”

15F/157. Cottenham Chest fund

In our budget for 2015/6 we allocated £2,000 for small ad-hoc projects without being specific on how the money might be granted.

We already have a scheme to offer grants under s137 of the 1972 Local Government Act and a process outlined in our Financial Regulations but that has restrictions on who can benefit and to what extent (basically, no individuals or businesses and no more than around £8 per beneficiary who must be resident)

We might consider grants of, say, £100 to £500 each) that would:

- provide entertainment or support the arts (s145 of the 1972 Local Government Act)
- encourage the use of conference facilities (s144 of the 1972 Local Government Act)
- encourage tourism (s144 of the 1972 Local Government Act)

Suggested resolution:

“Council, X Committee or Y Working Party to develop a process, including awards panel - for ratification by FLAC and subsequent inclusion in our Financial Regulations.”