

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Thursday 30th March 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  
**Thursday 30<sup>th</sup> March 2017 at 7.30pm**

**AGENDA**

The Public and Press are invited to attend

**17F/029. Chairman's Introduction and Apologies**

**17F/030. 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/031. 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/032. Minutes** – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 31<sup>st</sup> January 2017 and Tuesday 28<sup>th</sup> February be signed as a correct record.

**17F/033. Review of monthly management accounts (to 28<sup>th</sup> February 2017)** – Cllr Young & RFO

**17F/034. To review the surplus in the current year** – FLAC

**17F/035. Consider suggested viring of funds between current account and reserves and between reserves** – Cllr Morris

**17F/036. Review of Asset Register** – Cllr Morris

**17F/037. Review of monthly bank reconciliation (to 28<sup>th</sup> February 2017)** – Cllr McCarthy & RFO

**17F/038. Consider grant request of £200 from Cottenham Library for the Summer Reading Challenge** – RFO

**17F/039. Consider grant request of £200 from Cottenham Holiday Club to help run sessions in the summer** – RFO

**17F/040. Consider grant request of £250 from Cottenham Feast Committee to insure the event** – RFO

**17F/041. Consider grant request of up to £1600 from Cottenham Primary School for Korfball equipment** - RFO

**17F/042. Consider how we proceed with Michelle Plowman debt** – Cllr Morris

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

**17F/044. Consider April 2017 pay award figures for clerk and RFO and consider placing assistant clerk and caretaker on the SCP scale** - RFO

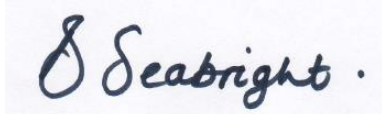
**17F/045. Authorise and pay CamAlarms Ltd £105.00 + VAT (Invoice no: 54703 dated 28<sup>th</sup> Feb 17) for call out to the alarm at the pavilion** – RFO

**17F/046. Authorisation for us to appoint a shredding company to remove paperwork from the office** – RFO

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

- Review of monthly management accounts (to 31<sup>st</sup> March 17)

- Review of monthly bank reconciliation (to 31<sup>st</sup> March 17)
- 17F/048. Date of next meeting** – Tuesday 25<sup>th</sup> April  
**17F/049. Close of meeting** –

A handwritten signature in black ink that reads "Debbie Seabright .". The signature is written in a cursive style with a large initial 'D'.

Debbie Seabright – RFO

Right Side Entrance, Community Centre

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

23<sup>rd</sup> March 2017

17F/032.

**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/032.



**DRAFT MINUTES of FLAC Meeting**

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge  
On **Tuesday 28<sup>th</sup> February 2017**

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

**17F/013. Chairman's introductions and Apologies** – Cllr Bolitho (Personal reasons) Cllr McCarthy (Personal reasons) Cllr Young (Work obligations)

Meeting adjourned due to not being quorate

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

**17F/033. Management accounts** – sent out separately.

**17F/035. Viring of funds from current account and reserves and between reserves**

**17F/037. Bank reconciliation (to the end February 17)**

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

In summary:

£605,445.53	Cash at Bank
-£18,705.28	creditors
+ £6686.81	Debtors
£593,427.06	Net balance on bank reconciliation

**+ VAT owed £4976**

**+ Prepayments £1300**

**Minus: £2000 Accruals**

**Minus: £575 PAYE**

**Net assets: £597,128.06**

#### **Creditors**

- AJ King - £3823.48
- Aquarius Liquid Engineering - £1161.60
- Arbantia Fencing - £4092
- BCS - £33.60
- CSA cleaning - £148
- Debbie Seabright - £9.72
- Green and Purple - £60
- Jo Brook - £15.99
- Mudrock - £1087.50
- P Harvey and Sons - £75.55
- Sam McManners - £13.20
- Tindall Security - £8160.60
- Travis Perkins - £24.04

**TOTAL £18,705.28**

#### **Debtors**

- Day Centre - £120
- Debbie Prince - £16.80
- Helena Haramis - £30
- Jane Williams – 82.80
- Thurstons - £244.20
- John Lawson Circus - £360
- Michelle Plowman - £5455.01
- SCDC - £198
- Stuart Baker - £180

**TOTAL £6686.81**

#### **17F/038. Grant request from Cottenham Library**

The grant is to support the promotion and delivery of the annual Summer Reading Challenge for children at Cottenham Library. Each year around **150** children join the challenge at Cottenham Library. The children are challenged to read 6 books over the summer holidays and talk to the staff at the library about what they have read. These are then recorded and there is a presentation ceremony to which all council members are warmly invited.

Benefits children aged between 4 and 12 years old

Amount requested: **£200**

#### **17F/039. Grant request from Cottenham Holiday Club**

The grant is to support 'Christians together' to run a Holiday club for **150** primary school age children in Cottenham for 5 mornings during a week in the summer holidays.

Amount requested: **£200**

#### **17F/040. Grant request from Cottenham Feast committee**

The grant has been requested to pay for the insurance that covers the Feast parade and event on the green. All money raised from the event is given out to any organisation in the village that requests a share of the collection. The only money retained is for the insurance and the toilets.

Amount requested: **£250**

#### **17F/041. Grant request from Cottenham Primary School**

The grant has been requested to purchase 4 x Korfbal posts and 8 x balls. These will be stored at the primary school for use by the Korfbal club and in PE, but also can be used by the Brownies, Cubs, Rainbows etc. Currently club at the school is only for under 9s but would like to extend to under 11s.

Amount needed to buy all equipment is **£1600** but any contribution appreciated.

#### **17F/044. Pay award figures**

- Clerk and RFO currently on SCP 32 (£28,203 pro rata) new figure from April 2017 is (£28,485 pro rata)
- Assistant Clerk and Caretaker currently paid £10.10 per hour, the closest figure on the SCP scale is £20,138 pro rata (which is SCP 21) and £10.46 per hour.



**17F/046. Shredding company to remove paperwork form the office**

I have obtained two quotes from local companies – it looks as if after our sort out we will be looking at 10-15 bin bags of paperwork.

Shred it - £75 + VAT minimum charge which includes 10 bags (additional bags are £7.50 + VAT per bag) they are happy to take ring folders/ staples/paperclips etc (do not have to be removed in advance)

Shred station - £4 + VAT per bag (minimum 10 bags) and they are happy for us to leave staples/paperclips