

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 31<sup>st</sup> January 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 31<sup>st</sup> January 2017 at 7.30pm**

**AGENDA**

The Public and Press are invited to attend

**17F/177. Chairman's Introduction and Apologies**

**17F/178. 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/179. 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/180. Minutes** – to resolve that the minutes (circulated to members) of the Committee meeting held on Thursday 15<sup>th</sup> December 2016 be signed as a correct record.

**17F/181. Review of monthly management accounts (to 31<sup>st</sup> December 2016)** – Cllr Young & RFO

**17F/182. Review of monthly bank reconciliation (to 31<sup>st</sup> December 2016)** – Cllr McCarthy & RFO

**17F/183. Consider the draft Business Plan for the new Village Hall and Nursery** – Cllr Morris

**17F/184. Consider items to include in the Annual Report** – Cllr Morris

**17F/185. Consider audit arrangements** – Cllr Morris

**17F/186. 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)

**17F/187. Date of next meeting – Tuesday 28<sup>th</sup> February**

**17F/188. Close of meeting -**



Debbie Seabright – RFO

Right Side Entrance, Community Centre

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22<sup>nd</sup> January 2017

**DRAFT MINUTES of FLAC Meeting**

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge  
On **Thursday 15<sup>th</sup> December**

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

**16F/164. Chairman's introductions and Apologies** – Cllr Young (Personal reasons) Cllr Mudd (Illness)

**16F/165. 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.*

**16F/166. 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*

**16F/167. Minutes** - Amendment to include the amount donated to the Royal British Legion of £35. Resolution that the minutes from the committee meeting held on Tuesday 25<sup>th</sup> October 2016 are a correct record – **RESOLVED**

**16F/168. Review of monthly management accounts (to 30<sup>th</sup> November 2016)** – The committee reviewed the management accounts to the end of November 2016 - The committee were satisfied with the accounts.

**16F/169. Review of Bank Reconciliation (to 30<sup>th</sup> November 2016)** – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 30<sup>th</sup> November 2016), the committee accepted the report given.

**16F/170. Consider legal advice regarding outstanding debt owed to Parish Council** - Legal advice has been sought and it remains uncertain whether the debt is a personal or business debt, the solicitor will write to Michelle Plowman and inform us when he gets a response. To be taken to the next FLAC meeting on the 31<sup>st</sup> January.

**16F/171. To look at our reserves in relation to commitments, the proposed budget and funding for the Village Hall** – If the Parish Council elects to raise the precept to fund the new Village Hall and Nursey project the necessary £2.1 to £2.2 loan will cost less than £1/week for the average Band D home-owner. FLAC have set a provisional 2017-18 budget (subject to Council amendment/ratification in January). Our reserves include: £100,000 as a general reserve. £172,296 of Open Space funding from S106 with £20,000 “promised” to the Dissenters Cemetery for their fencing upgrade leaving £152,000. £32,143 of Communities Facilities funding from S106 with approx. £14,000 “promised” to the Community Centre for their building project leaving £18,000.

£20,364 of Public Art funding from S106 with £16,000 promised to All Saints church for their alter-piece leaving £4000. £259,402 of “savings” for capital projects. In addition any under/overspend on the current year’s budget.

Next year’s project costs are summarised as: Village hall outline design £42,000, Village hall Technical design £178,000, Car Park and Pathway £75,000, Temporary space £75,000, Fitting out of Village Hall £60,000, Construction of Village Hall £2,050,000 totalling an estimated £2.5 million + VAT. We could apply £152,000 from our Open Space reserve for the Car Park and Pathway and towards maintenance and upkeep costs. £18,000 from our Communities Facilities reserve towards outline design costs. Our capital shortfall is approximately £2,100,000. At today’s rates, the cost of a 25 year loan for £2,100,000 is about £118,000 pa (£113,000pa for £2,000,000).

Resolution that FLAC is proposing a net budget of £206,289 based on expenses of £246,571 and expected income of £40,282 which would mean a cost of £89.21 per year on a Band D property – **RESOLVED.**

Resolution that in the event that council decides to make financial provision for the village hall project, and taking into account the use of reserves, an additional sum of £51pa for a band D property (based on borrowing between £2,000,000 and £2,100,000 over 25 years) will be required – **RESOLVED.**

Resolution that in the event that the project proceeds then FLAC recommends a precept for 2017-18 of £325,000 equivalent to £140pa per band D property - **RESOLVED**

**16F/172. To authorise annual invoice payment to Smith and Saunders for web hosting for £80 + VAT (total £96) – Resolution to pay the Smith and Saunders invoice for £80 + VAT – RESOLVED**

**16F/173. To authorise invoice payment to Melsop Farm for the cost of reindeers at the carol concert for £350 + VAT (total £420) – We will wait to receive the invoice Resolution to pay the invoice when received - RESOLVED**

**16F/174. Matters for consideration at the next meeting**

- Review of monthly management accounts (to 31<sup>st</sup> December 2016)
- Review of monthly bank reconciliation (to 31<sup>st</sup> December 2016)
- Michelle Plowman debt

**16F/175. Date of next meeting – Tuesday 31<sup>st</sup> January.**

**16F/176. Close of meeting – 21.00**

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

**17F/181. Management accounts** – sent out separately.

**17F/182. Bank reconciliation (to the end December 16)**

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

In summary:

|             |                                    |
|-------------|------------------------------------|
| £652,014.84 | Cash at Bank                       |
| -£36,906.52 | creditors                          |
| + £8948.21  | Debtors                            |
| £624,056.53 | Net balance on bank reconciliation |

**+ VAT owed £8269.00**

**+ Prepayments £1300**

**Minus: £2000 Accruals**

**Minus: £680 PAYE**

**Net assets: £ 630,945.53**

**Creditors**

- AJ King £3480.96
- Aquarius £499.44
- BC Group £66
- BCS £33.60
- CCC £44.40
- Cromwell Fire £323.80
- CUSSC £1130
- Debbie Seabright £43.67
- Elveden Farm £518.40
- Green and Purple £60
- Peter Dann £2100
- PPL £241.25
- Target Print £210
- Tom of all trades £39
- Wilby and Burnett £27,900
- Wright Mechanical £216

**TOTAL £36,906.52**

**Debtors**

- CUSSC £3120
- Cottenham Day Centre £60
- Jane Williams £69
- John Thurston £244.20
- Michelle Plowman £5455.01

**TOTAL £8948.21**

**17F/183.** Consider the draft Business Plan for the new Village Hall and Nursey – Sent out separately

**17F/185.** Consider audit arrangements – We need to consider audit arrangements and arrange an auditor for our internal audit in May 2017. For the last two years we have used Heelis and Lodge.