

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Thursday 5<sup>th</sup> January 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, Lambs Lane, Cottenham on **Tuesday 5<sup>th</sup> January 2016 at  
7.15pm**

**AGENDA**

The Public and Press are invited to attend

**16F/001. Chairman's Introduction and Apologies**

**16F/002. 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/003. 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/004. Minutes** – to resolve that the minutes (circulated to members) of the Committee meeting held on 26<sup>th</sup> November be signed as a correct record.

**16F/005. Review of monthly management accounts (to 30<sup>th</sup> November 2015)** – Cllr McCarthy & RFO

**16F/006. Review of monthly bank reconciliation (to 30<sup>th</sup> November 2015)** – RFO

**16F/007. Budget planning for 2016-17** -

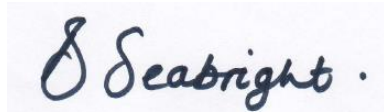
**16F/008. Pension scheme arrangements for the Parish council employees** –

**16F/009. Youth Provision** – to consider £4K for an enrichment programme for young Cottenham residents - Clerk

**16F/216. Matters for consideration at the next meeting**

**16F/217. Date of next meeting** –

**16F/218. Close of meeting**



Debbie Seabright – RFO

22<sup>nd</sup> December 2015

**DRAFT MINUTES of FLAC Meeting**

Held in the Village Hall, Recreation Ground, Cottenham  
On **Thursday 26<sup>th</sup> November 2015**

**Present:** Cllrs: Bolitho, Morris, Mudd, RFO (Debbie Seabright)

**15F/205. Chairman's introductions and Apologies** – Cllrs Young, McCarthy

**15F/206. Standing orders to be suspended- Any Questions from the Public or Press** – Standing orders to be suspended

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**15F/207. 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/208. Minutes** – Resolution that minutes from the committee meeting held on the Tuesday 10<sup>th</sup> October are a correct record – **RESOLVED**

**15F/209. Update on the Pavilion** – Cllr Mudd fed back that there is a meeting with the architects next Monday to discuss the next invoice from Murffits and to discuss snag list. Security issues were discussed. Caretaker working out well.

**15F/210. Review of monthly management accounts (to 31<sup>st</sup> October)** – The committee reviewed the management accounts to 31<sup>st</sup> October 2015 to the committees' satisfaction.

**15F/211. Review of monthly bank reconciliation (to 31<sup>st</sup> October)** – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31<sup>st</sup> October 2015), the committee accepted the report given by RFO and report in the agenda pack from Cllr McCarthy.

**15F/212. Budget planning for 2016-17** – the budget process is ongoing and will be presented to full council at the January full council meeting for consideration.

**15F/213. Banking arrangements for savings accounts** – Resolution to move 100k to Nationwide building society savings account - **RESOLVED**

**15F/214. Review potential underspend for this year and strategic use of funds** – Cllr Morris reviewed three major capital projects (New Village hall/increased car parking at the recreation ground/Purchase of field at recreation ground) and outlined methods by which they could be funded.

**15F/215. Consider requirement of a 28 day public notice period requirement needed before council can adopt a pension scheme for its staff** – Defer decision until Cllr Morris has attended the AGM meeting for CAPALC in Histon on the 10<sup>th</sup> December.

**15F/216. Matters for consideration at the meeting**

- Budget Planning 2016-17

- Review of monthly management accounts (standard item) to end November 15 Cllr Young
- Bank reconciliation (standard item) to end of November 2015– Cllr McCarthy
- Financial summary of Pavilion
- Consider Pension arrangements for Parish Council staff

**15F/217. Date of next meeting – Tuesday 5<sup>th</sup> January**

**15F/218. Close of meeting – 20.58**

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

## 16F/006.

### Bank reconciliation (to the end November 2015)

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

In summary:

£443393.66	Cash at Bank
-£121257.09	creditors
+ 2659.30	Debtors
£324795.89	Net balance on bank reconciliation

### For management accounts

VAT owed £22911

Minus £94 PAYE

**NET ASSETS £347612.87**

## 16F/009.

### Summary from CALF meeting

In addition to the Connections bus to propose that we provide an 'enrichment programme' for young Cottenham residents. This would include a series of courses that would benefit young people as individuals or the village as a whole.

A First Aid course has already been approved and is set up for Jan/Feb 2016 and a Babysitting course to be set up for after the February half term.

Other courses recommended are:

- Yoga and Mindfulness course which is a 6 week programme at £18 hall hire and £25 per session.
- Food hygiene course
- Self-defence course
- Additional courses are being considered

The proposal is that we add an additional £4000 to the Youth provision section of next year's budget.

