

AGENDA PACK

**Finance, Legal and Administration committee
Tuesday 6th January 2015**

14F/096.

DRAFT MINUTES

Cottenham Parish Council Finance, Legal and Administration Committee Minutes

Held in the Village Hall, Lambs Lane, Cottenham
On Tuesday 25th November at 7.15pm

Present: Cllrs Heydon, Bolitho, Morris, Young, Mudd, Leeks and RFO

14F/080. Chairman's introductions and Apologies – None

14F/081. Standing orders to be suspended- Any Questions from the Public or Press – No public or press present

14F/082. 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 – None

14F/083. Minutes – Minutes approved from meeting on the 14.11.14 - **RESOLVED**

14F/084. Village Hall cleaning and safe storage of cleaning products – The committee felt that the cleaning of the village hall would be more appropriate for the Community and Leisure facilities committee (CALF). In regards to the safe storage of cleaning products it was agreed that we would ask the CALF committee to clarify the current arrangements, review these and propose suitable storage solutions for the next finance meeting on the Tuesday 6th January. As an interim measure it was agreed that the current cupboard being used for storage of cleaning products should be locked at all times unless the building alarm is being turned off or on (located in the same cupboard.) It was also agreed to ask Kids only for their key to this cupboard as they are no longer using it.

14F/085. Office space for the Parish Council – Cllrs Mudd and Young met with Steven Poole, treasurer of the Community Centre and Eddy Murphy to discuss rent on our current office at the Community Centre. After some negotiations the rent proposed by the Community Centre was £2800 per year. After discussion the committee agreed that the Parish Council needed to get some comparative quotes for office space in the village. Cllr Mudd will contact Ebenezer House and ask for details on their available office space. Cllr Mudd also agreed to contact Steven Poole to let him know that the council needed more time to consider this.

14F/086. Sports and Social Club agreement – Resolution for Cllrs Mudd and Morris to negotiate with Andy Ward regarding aspects of the agreement and to produce an outline proposition to bring back to CALF/Finance meetings in January 2015 – **RESOLVED**

The RFO left the meeting at this point 20.06hrs.

14F/087. Claim form for completion regarding the liquidation of the Shelter Store LLP – The Shelter Store who were to provide us with a new bus shelter on Lambs Lane have gone into liquidation. Resolution to complete the claim form sent by ThorntonRones regarding statement of claim – **RESOLVED**

The RFO re-joined the meeting at this point at 20.12hrs

14F/088. Budget Planning – The committee continued the budget planning process.

14F/089. Exclusion of public

14F/090. Groundsman contract (Closed item) – to be discussed at the next meeting

14F/091. Matters for consideration at the next meeting –

Changing rooms project update

Skate park project update

Request from school for donation

Budget planning

14F/092. Date of next meeting – Tuesday 6th January

14F/079. Close of meeting – 9.40

Signed _____ (Chair) Date _____

14F/107 – Stationery items

The current shredder is inadequate for shredding large amounts of documentation and needs replacing. Approx cost £200 + VAT (Staples). There are occasions when it would be useful to laminate posters/notices etc. Approx cost £30-50 + VAT (Staples). We need some proper table top exhibition display boards for use at events i.e. Feast. Approx cost £83 + VAT for a 3 panel display + header & carry bag. This is an example:

http://www.go-displays.co.uk/acatalog/Table_top_display_boards_91JD12.html#SID=17

14F/108 - Training

The proposed budget only covers attendance at 3 or 4 courses over the year for the Clerk/RFO; there is no allowance for further Cllr training - both for those who missed sessions during the recent outreach training or for new Cllrs should we have any resignations. It costs £105 for a Cllr to attend all 3 modules before they can be certified (£35 per session). Suggest budgeting for 1 new Cllr + 6 modules for those who missed training

Additionally there are some useful reference books that would be of use:

Local Council Finance - £16.80 + delivery

Clerks' Manual - £47.50 + delivery

9th ed. Local Council Administration (Arnold Baker) - £66 + delivery

<http://www.slcc.co.uk/bookstore/category/specialist-topics/2/>