

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 25th October 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, Recreation ground, Lambs lane, Cottenham

Tuesday 25th October 2016 at 7.30pm

AGENDA

The Public and Press are invited to attend

16F/136. Chairman's Introduction and Apologies

16F/137. 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/138. 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/139. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Tuesday 27th September 2016 be signed as a correct record.

16F/140. Review of monthly management accounts (to 30th September 2016) – Cllr Young & RFO

16F/141. Review of monthly bank reconciliation (to 30th September 2016) – Cllr McCarthy & RFO

16F/142. Consider S137 grant applications - RFO

16F/143. Likely end of year expenditure and assumptions for next year – RFO

16F/144. Consider expenditure requests from Community and Leisure facilities (CALF) and Highways

16F/145. The pros and cons of various methods of project capital financing – Cllr Morris

16F/146. The risks in various possible Neighbourhood plan projects – Cllr Morris

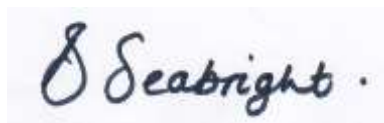
16F/147. To investigate the appointment of an 'authorised officer' or PCSO to enforce dog fouling rules by ensuring that dog walkers have bags on them to clean up their own dog waste – Cllr Bolitho

16F/148. Matters for consideration at the next meeting

- Review of monthly management accounts (to 31st October 2016)
- Review of monthly bank reconciliation (to 31st October 2016)
- Budget planning

16F/149. Date of next meeting –

16F/150. Close of meeting –



Debbie Seabright – RFO

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18th October 2016

16F/139.

DRAFT MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge
On **Tuesday 27th September 2016**

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

16F/123. Chairman's introductions and Apologies – Cllr Mudd (Personal reasons) Cllr Young (Work commitments)

16F/124. 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/125. 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. No declarations*

16F/126. Minutes - Resolution that the minutes from the committee meeting held on Thursday 1st September are a correct record – **RESOLVED**

16F/127. Review of monthly management accounts (to 31st August 2016) – The committee reviewed the management accounts to the end of August 2016 - The committee were satisfied with the accounts.

16F/128. Review of monthly bank reconciliation (to 31st August 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st August 2016), the committee accepted the report given by Cllr McCarthy. Some discussion regarding some arrears due to us from the After School Club and the fact that this business is being sold to a new provider. We also spoke about needing to pay an HMRC bill due to historical underpayments of tax and NI of £854.56.

16F/129. Review of Asset register – Cllr Morris presented the asset register – Only one amendment has been made - the shed on the recreation ground is now valued at £3000.

16F/130. Review of Risk assessment document – Cllr Morris presented the current risk assessment. Two additional Items have been added. SCP 17 Flood from council owned ditches and ponds means that we need to put in place a regular maintenance programme for these areas and SCP 18 Injury caused by council owned trees - it was suggested that we consider putting together a directory of our trees and their condition to review on an annual basis.

16F/131. Village Hall Finance Update – The village hall redevelopment cost is estimated at £2,500,000 + VAT and the current design will have over 600m² of lettable space within about 1,100m² overall divided into five main spaces. A full technical design (up to £50K from reserves) needs a Council resolution. Before appointing builders, we will need access to a capital fund of approximately £2,750,000 (including a 10% contingency) and be able to show how we will repay the £2,500,000 loan. To obtain a Public Works Loan Board (PWLB) loan funded from the precept we will need planning permission, council resolutions to raise the precept by £100,000 pa and borrow £2,500,000 from PWLB, Loan permission from DCLG (Department of communities and local

government) and proof of payment approach. The operating costs have been considered and the building and its services should generate enough income from year 3 onwards to cover at least the £70,000pa operating costs. In the future we will need council decisions on whether, when or not to proceed with detailed design, possibly before planning permission, establish finance implication in more detail, initiate a formal tender process and delegate authority to deliver the project. Should all this be in place the possible target demolition date is July 2017 with construction complete by July 2018.

16F/132. Budget planning for 2017-18 – deferred to the next meeting when we have project plans from the Communities and Leisure facilities committee and the Highways committee. We will also have the S137 donation applications to consider.

16F/133. Matters for consideration at the next meeting –

- Management accounts to 30th September 16
- Bank reconciliation to 30th September 16 – Cllr McCarthy/RFO
- Budget planning 2017-18 (S137 grant applications)
- Consider a company credit card

16F/134. Date of next meeting – Tuesday 25th October

16F/135. Close of meeting – 20.50

Signed _____ (Chair) Date _____

16F/140.**Management accounts sent out separately.****16F/141.****Bank reconciliation (to the end September 2016)**

Council's Bank Accounts at end of September 16

In summary:

| | |
|-------------|------------------------------------|
| £711,577.52 | Cash at Bank |
| -£28,598 | creditors |
| + £9482 | Debtors |
| £692,461.52 | Net balance on bank reconciliation |

+ VAT owed £3850**+ Prepayments £1300****Minus: £2000 Accruals****Net assets: £695,611.52****Creditors**

360 Traffic Data Collection
 AJ King
 Aquarius Liquid Engineering
 BC Group
 Bury Turfcare
 BCS
 Connections Bus
 CSA
 Cottenham United Sports and Social Club
 Debbie Seabright
 Green and Purple Ltd
 Greenlight environmental consultancy
 Nick West
 Peter Boyden
 PHS Group
 Sam McManners
 Screens and Graphics
 Southern Electric
 Travis Perkins
 Wilby and Burnett

TOTAL £28,598**Debtors**

Baby Clinic
 Cambridgeshire County Council
 Cosworth Group
 Cottenham Cricket club
 Cottenham United Sports and Social Club

Cottenham Day centre
Jane Williams
Ladybirds preschool
Michelle Plowman (over 3 months in arrears) £4399.20

TOTAL £9482