

DRAFT MINUTES
Finance, Legal and Administration Committee Minutes

Held in the Village Hall, Lambs Lane, Cottenham
On Tuesday 28th July 2015

Present: Cllrs: McCarthy, Morris, Mudd, Young and RFO (Debbie Seabright)

15F/141. Chairman's introductions and Apologies – None

15F/142. 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 – Two members of the public were present this evening. Discussion took place regarding S106 monies asked for by Cottenham Community Centre (Item 15F/148). Two projects have been identified. There was also some discussion regarding Office space item 15F/156. The Community Centre have offered the coffee shop as a meeting room at a reduced price (£10 for an evening session) which would also mean access to the disabled toilets. This would need booking in advance; there is also a projector screen available. There was also some conversation regarding WIFI access and the purchase of a router on the Parish Councils behalf.

15F/143. 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

15F/144. Minutes – Minutes from the committee meeting held on the Thursday 25th June are a correct record – Only one counsellor present from last meeting and in agreement - RESOLVED

15F/145. Update on the Changing rooms project – Project approximately three weeks behind and due for completion in mid-September. Phase 3 fit-out is well under way. Floor screeds in place; fist-fit and painting in progress. FA and Football Foundation representatives very pleased with progress. Fifth grant claim cycle in progress. Cash flow within £1000 per week of plan, within the capacity of our Capital Fund. Formal opening set for the 10th October. The access road is anticipated to be more than anticipated but the overall cost is still within the £640K.

15F/146. To authorise Murfitts Invoice payment – The paperwork was reviewed by the committee – Resolution to authorise payment for invoice dated 07/07/15 for £103,541.74 + VAT (£20,708.35) Totalling £124,250.09 - **RESOLVED**

15F/147. To authorise HPN invoice payment – Resolution to authorise payment for invoice dated 30/06/15 for £125 + VAT (£25) Totalling £150 – **RESOLVED**

15F/148. Community Centre request for S106 monies from the beach road development – The council have received a letter from Cottenham Community Centre requesting S106 monies towards 2 projects at the community centre. Information has been made available to the council relating to the outlined projects, the rationale and their current financial accounts. The council agree that the projects detailed are capital projects and from an application perspective this complies with the

criteria. As it's a 3rd party project we need to check the details on how this is implemented and monitored. The S106 monies will be received upon the occupation of the 15th and 30th dwelling total amount due 20-25K (in two equal instalments). This decision will then to be taken to the full council meeting in September. No final decision will be made until the money is available.

15F/149. Update on the Skate Park project - Project build is now complete. Officially opened on the 12th July. Formal user agreement being prepared for Cottenham Skate club. Overall cost approximately £84,000 compared to budget of £90,000. Final report and claim being prepared for WREN and SCDC.

15F/150. Review of monthly Management accounts/Cash flow – The committee reviewed the management accounts to 30th June 2015 to the committees' satisfaction.

15F/151. Review of monthly Bank Reconciliation - Cllr Morris, Heydon and RFO completed the bank reconciliation earlier on in the month (to June 30st 2015), the committee accepted the report given by Cllr Morris, Heydon and RFO. Cllr McCarthy will observe the process with a view to taking over at a later date.

15F/152. Insurance reassessments – Four quotes had been obtained (Aviva, Ecclesiastical, Hiscox, Zurich). Based on the quotations received and subsequent to further validation of the quotation details, FLAC recommends that council approves acceptance of the Zurich quotation - **RESOLVED**

15F/153. Electricity renewal quotes – LSI utility brokers have sent through a list of quotations. Resolution that FLAC resolve that we continue to use Scottish and Southern electric as our supplier for a period of one year - **RESOLVED**

15F/154. How sponsorship monies given to the parish council are used – Defer item to next meeting

15F/155. Purchase of tablets for use by the council – Defer item to next meeting

15F/156. Office space for the Parish Council – Our current office space is not big enough in regard to storage and does not allow public attendance at meetings due to space. Cllrs Mudd and Morris came up with a list of our requirements: Exclusive use of approximately 20 square metres lockable office space, Ground floor location to facilitate access by disabled, Disabled and other toilets within vicinity, Friendly to mobile communications. Three office spaces were considered (AB&C). None have disabled toilets available. All have ground floor access. All three would require additional arrangements to secure adequate communications. A has no adequately sized lockable office space. B and C have adequately sized lockable office space. C also has a ground floor hall that could accommodate Council/committee meetings. B is highest cost. Notice periods/moving costs need to be considered further. FLAC recommends that Cllrs Morris and Mudd will further investigate transition costs for option C - **RESOLVED**

15F/157. Community Chest fund - £2000 was placed in the budget for adhoc grants but we did not specify how this money would be used. Resolution for Cllr Morris to draft this proposition further and bring it back to the FLAC meeting - **RESOLVED**

15F/158. Matters for consideration at the next meeting –

- Update on Changing room's project Cllr Mudd and Morris
- Final report on Skate Park project – Cllr Morris
- Review of monthly management accounts (standard item) Cllr Young
- Bank reconciliation (standard item) – Cllr Morris
- Community Chest fund
- It Policy
- Purchase of tablets for use by Parish council

15F/159. Date of next meeting – Tuesday 29th September

15F/160. Close of meeting – 20.50

Signed _____ (Chair) Date _____