

AGENDA PACK
Finance, Legal and Administration committee
Thursday 26th March 2015

To: Members of the Finance, Legal and Administration Committee
You are hereby summoned to attend a Committee meeting
To be held in the Parish Council Office, 250a High Street, Cottenham on
Thursday 26th March 2014 at 7.15pm

AGENDA

The Public and Press are invited to attend

15F/052. Chairman's Introduction and Apologies

15F/053. 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.

15F/054. 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.

15F/055. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on Thursday 26th February be signed as a correct record.

15F/056. Update on the Changing rooms project – Cllr Morris & Mudd

15F/057. Durman Stearn Invoice payment – Cllr Morris

15F/058. Update on the Skate park project – Cllr Morris

15F/059. Insurance reassessments – Cllr Mudd

15F/060. Management accounts – Cllr Young

15F/061. Bank reconciliation – Cllr Morris

15F/062. Review of high electricity bill – RFO

15F/063. PHS payment (Consider paying by DD to avoid admin costs – RFO

15F/064. Internal and External audit - RFO

14F/065. Exclusion of public - To exclude the public from the meeting because of the confidential nature of the business to be discussed.

15F/066. Office space for the Parish council

15F/067. Sale of equipment to the Groundsman

15F/068. Matters for consideration at the next meeting

15F/069. Date of next meeting – Thursday 23rd or 30th April

15F/070. Close of meeting

Debbie Seabright – RFO
Right Side Entrance, Community Centre
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19th March 2015



15F/052.

DRAFT MINUTES
Cottenham Parish Council
Finance, Legal and Administration Committee Minutes

Held in the Village Hall, Lambs Lane, Cottenham
On **Thursday 26th February 2015**

Present: Cllrs: Young, Bolitho, Morris, Mudd, RFO

15F/025. Chairman's introductions and Apologies – Cllr Leeks

15F/026. Standing orders to be suspended- Any Questions from the Public or Press – No Public or press present – one member of the public present (Cllr Ward) who came in support of the clerk and RFO to look at their job roles

15F/027. 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 –Cllr Bolitho has declared a non-pecuniary interest as treasurer of the Royal British Legion for the discussion around potential office space.

15F/028. Minutes – Minutes from the committee meeting held on the Thursday 29th January are a correct record – **RESOLVED**

15F/029. Update on the Changing rooms project – Durman Stearn commenced work on February 2nd and they report being slightly ahead of schedule. The handover to C J Murfitt is expected around April 6th and material completion expected within August; allowing a few final weeks of fitting out. The Parish council VAT registration process is completed and monthly claims begin after February, the Bowls club and Ladybirds have been “opted-out” for tax purposes. Grant claims procedures with Football Foundation, Sport England and South Cambridgeshire District Council are confirmed. Cllr Morris and RFO are meeting next week to complete initial claims paperwork. A contract with Calor gas has been arranged for the new changing rooms (Three year contract at 50p per litre) with initial costs of £500 for the gas tank. The DD form for Calor gas was signed by signatories. Management accounts in relation to project considered.

15F/030. Update on the Skate Park project – Permission to protect/cover buried power cables being sought from UK Power Networks. Wren contract has now been received following project registration with ENTRUST; signing arrangements to be finalised. Wren has contacted us in the last week asking if they can forward us part of the grant monies ahead of initial planned first instalment, this is being considered but hopes are that this can be arranged.

15F/031. Asset and Liability register – Cllr Morris & Mudd have examined all the equipment itemised in the register and removed sold and stolen items. Resolution to adopt this revised asset register document at the next full council meeting, and the clerk is authorised to maintain this document - **RESOLVED**

15F/032. Risk assessment & Health safety checks – Cllr Morris presented the revised Risk assessment. Resolution for this version of the risk assessment to be presented and recommended for adoption at the April full council meeting - **RESOLVED**

15F/033. Financial checks – Cllr Morris and RFO completed a bank reconciliation on the 26th Feb 2015 to the councils satisfaction.

15F/034. Insurance reassessments – Cllr Mudd & Morris have been reviewing the insurance policies. The sale of the tractor and therefore reduced insurance costs has been reported to the insurance company. Further consideration needs to be given to the recently sold equipment and its influence on insurance costs, buildings insurance, and the need to look at the figures involved in the children's playground equipment. This review should be completed by the end of March. Cllr Mudd will also look at comparable insurers nearer to the renewal date.

15F/035. Sports and Social club agreement –The updated Sports and Social club agreement was considered. Resolution for the three part agreement to be presented at the April meeting of the full council for approval - **RESOLVED**

15F/036. Amendment to Financial regulations – At the full council meeting on Tuesday 3rd February the council voted to an amendment in our financial regulations, in regards to grant applications outside of the deadline date. FR16.1 has been amended to read “*other than in exceptional circumstances as judged by Council*, Voluntary Bodies that seek funding must complete the appropriate application form within the published process and timescales and provide a timely report on outcomes.”

15F/037. Annual review of the Standing orders document – Cllr Morris has reviewed the Standing orders document and removed some of the unnecessary optional standing orders. The committee agreed that the document covered the essential needs of the council. Resolution that the reviewed document be presented and recommended for adoption at the full council - **RESOLVED**

15F/038. Review Terms of Reference document - Resolution that the Finance, Legal and Administration committee may approve spending up to 10% of the budget in a quarter on a delegated expense line item without referring to the Parish council providing that the RFO is notified - **RESOLVED**

15F/039. Premature repayment of Ladybirds loan – The RFO contacted the Public Works Loan organisation to find out the implications of the Parish council making an early repayment of the loan. It was discovered that premature repayment would mean additional costs and would not be of any financial benefit to the council.

15F/040. Additional Clerk/RFO resource – There was a meeting with Clerk and RFO to establish working tasks/patterns/difficulties – these issues were collated and some solutions have been proposed. The RFO has requested additional support from an accountant with Internal and External Audits, Year-end accounts and Management accounts. An assistant clerk to assist the Clerk for approximately 10 hours per week was proposed. Resolution for Cllr Morris to put together a proposition for the full council meeting next week, recommending the purchase of accounting/clerk resource for approximately £5000 per year– **RESOLVED**

15F/041. Management accounts arrangements – Full management accounts to be presented at each FLAC meeting.

15F/042. King Georges field Cottenham charity – The RFO has spoken to the Charities commission. The Parish council needs to update the trustees list. The website states that an annual return only needs to be completed when the income from the charity exceeds £10,000, RFO will contact the Charities commission to confirm this and will print out this statement from the website and attach to the other documentation for reference.

15F/043. Cost of cleaning materials and where they are stored – Cllr Bolitho reiterated the need for appropriate cleaning materials/equipment. Cllr Mudd & Morris will communicate with the cleaner about cleaning materials purchased and clarify prices.

15F/044. Consider VAT arrangements – We have been registered for VAT since the 1st January 2015. Invoices to our customers will now reflect VAT with a few exceptions and in all cases this VAT will be absorbed by the Parish council until new agreements are approved and signed for by April 1st 2015

15F/045. Audit arrangements – To decide on a suitable internal auditor we considered several different providers and their quotes, Arrow Accounting at £460, Michael Williamson at approx cost £200, and Heelis and Lodge at £410. Resolution to appointment Heelis and Lodge as this year’s internal auditors – **RESOLVED**

15F/046. Grant application form/requests – completed application forms will go to the full council for consideration

(Cllr Bolitho left the meeting at this point (21.15hrs))

15F/047. Exclusion of public

15F/048. Office space – Cllr Young and Mudd presented three options:

- Stay where we are at the community centre at a cost of £2600pa
- British Legion – office accommodation and storage facility at a cost of £1500pa
- British Legion – Storage facility only at a cost of £1200pa

Resolution to recommend option to rent the Royal British Legion as office accommodation to March full council - **RESOLVED**

15F/048. Matters for consideration at the next meeting –

- Changing room's project
- Skate Park project
- Review of management accounts (standard item)
- Bank rec (standard item)
- Sale of equipment to Groundsman
- Insurance reassessment

15F/049. Date of next meeting – Thursday 26th March

15F/050. Close of meeting – 9.32pm

Signed _____ (Chair) Date _____