

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 26th May 2015

To: Members of the Finance, Legal and Administration Committee

You are hereby summoned to attend a Committee meeting

To be held in the Village Hall, Lambs Lane, Cottenham on

Tuesday 26th May 2015 at 7.15pm

AGENDA

The Public and Press are invited to attend

- 15F/095. To elect the Chairman of the Committee and to receive their Declaration of Acceptance of Office**
- 15F/096. Chairman's Introduction and Apologies**
- 15F/097. 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/098. 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/099. Minutes – to resolve that the minutes (circulated to members) of the Committee meeting held on 28.04.15 be signed as a correct record**
- 15F/100. Update on the Changing rooms project – Cllrs Morris & Mudd**
- 15F/101. Authorisation of the Murfitts payment and signing of cheque- Cllr Morris**
- 15F/102. Update on the Skate Park project – Cllr Morris**
- 15F/103. Review of monthly Management accounts - Cllr Young**
- 15F/104. Review of monthly Bank reconciliation – Cllr Morris**
- 15F/105. Insurance reassessment – Cllr Mudd**
- 15F/106. Review End of Year document – RFO**
- 15F/107. Consider producing an IT policy for the council – Cllr Morris**

15F/108. Reimbursement of paper/Ink costs for Parish Councillors – Cllr Bolitho

15F/109. Exclusion of public – To exclude the public from the meeting because of the confidential nature of the business to be discussed

It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.

15F/110. Pensions for employees of the council – consider appointment of financial advisor –

15F/111. Matters for consideration at the next meeting

15F/112. Date of next meeting

15F/113. Close of meeting

Debbie Seabright – RFO
Right Side Entrance, Community Centre
250a High Street, Cottenham, Cambridge, CB24 8RZ
Tel: 07503 328401
clerk@cottenhampc.org.uk

20th May 2015



Debbie Seabright .

15F/099.

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

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

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

15F/071. Chairman's introductions and Apologies – None

15F/072. Standing orders to be suspended- Any Questions from the Public or Press – No Public or press present

15F/073. 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

15F/074. Minutes – Minutes from the committee meeting held on the Thursday 26th March are a correct record – **RESOLVED**

15F/075. Update on the Changing rooms project – Cllrs Mudd & Morris have a meeting with the contractors next week followed by a site visit. The work is progressing on time and on budget. Consideration is being given to the emergency access road and how this is to be constructed. Durman Stearn have completed phase 1, C J Murfitt took over the site post-Easter as phase 2 began. Some phase 1 work deferred to minimise conflict with SkatePark construction. Second monthly cycle of grant claims in hand. Second VAT claim has come through.

15F/076. To authorise the Durman Stearn Invoice payment – Resolution to authorise payment for invoice 06571 dated 01/04/15 for £42,216.45 + VAT (£8443.29) - **RESOLVED**

15F/077. Update on the Skate Park project - Work started on the 9th April, there have been some attendance issues and site safety which are being looked at. The work on the power cable has started. Completion date due in mid-June. Final call put out for existing kit otherwise it will be scrapped.

15F/078. Review of monthly Management accounts – The committee looked at the management accounts to 31st March 2015. The committee have asked for consistency of details between the management accounts and end of year document in terms of understanding the detail under each heading. In addition to keep the year to date percentage column in the management accounts going into the next year.

15F/079. Review of monthly Bank Reconciliation - Cllr Morris and RFO completed a bank reconciliation on the 23rd April 2015, the committee accepted the report given by Cllr Morris and RFO.

15F/080. Review current Direct Debits and Standing Orders - Cllr Morris detailed our current Direct Debits, these were to the committees satisfaction.

15F/081. Review of accounts for the year ended 31st March 2015 – The committee have asked for consistency of details between the end of year document and the management accounts in terms of understanding the detail under each heading. The committee felt that there were no surprises in the first draft of the end of year document. There is a meeting scheduled on Thursday 30th April with Cllr Morris, RFO and our accountant in attendance to continue this process.

15F/082. Annual report from the FLAC committee for the Annual meeting – Cllr Young produced a first draft of this report and asked for contributions from the committee. The committee felt that the draft version covered all the aspects of the work of the committee and were happy for this to be presented at the Annual meeting. Resolution that the committee agree that this report be presented at the Annual meeting - **RESOLVED**

15F/083. Review the Town Ground rent - This relates to land in Cottenham (5 ½ acres) once owed by a charity. In the 1930's this land became the responsibility of the Parish council. In 1990 the land

was rented out to T F Gawthrouph. Currently the rent is 6 monthly payments of £120. Resolution to give notice that with effect from September 2016 that the rent be increased in line with agricultural rents – **RESOLVED** Cllr Bolitho will investigate new rental prices and RFO to send letter to T F Gawthrouph.

15F/084. Local government transparency code – Local government have listed recommendations for transparency within Parish councils. The council are fairly compliant but there are some specific areas that need a bit more attention during 2015. 1. Monthly published list of expense items above £500 including date, beneficiary, purpose amount and category 2. Published list re placement of tender requests/contracts above £5000/£500 3. Annual published list of building and land assets including area. 4. Annual published list of S137/S145 grants including date, beneficiary, purpose, amount 5. Annual published list of controlled parking spaces 6. Annual publication of organisation chart 7. Annual publication of constitution

15F/085. Parish Council equipment for Auction – The committee agreed that the Gang mower and rotary mower could be sold via an online auction site

15F/086. Council to consider paying to keep street lamps lit at night – It was felt by the committee that the Parish Council needs to plan our response to Cambridgeshire County council when more detail is available.

15F/087. Consider the purchase of new Laptops for the clerk and RFO up to the budgeted amount of £2000 – Resolution to purchase 2 new laptops for the Clerk and RFO to the total value of a maximum £1000 including software - **RESOLVED**

15F/088. Consider the purchase of a new printer for the office – Resolution to purchase a black and white laser printer to the maximum cost of £500 - **RESOLVED**

15F/089. Consider that FLAC recommends to Council that at least a majority of serving parish councillors become Trustees of the King Georges Field Cottenham Charity – Recommendation from FLAC committee that the majority of current Parish Councillors also act as charity trustees – Cllr Morris will look at the responsibilities of trustees.

15F/090. Exclusion of public – To exclude the public from the meeting because of the confidential nature of the business to be discussed.

15F/091. Consider tendering arrangement for caretaking and cleaning of recreation ground buildings - Cllrs Mudd & Morris have met with the current caretaker/cleaner of the village hall. The committee need to consider how the new changing room building is cleaned and maintained from approximately September 2015. The proposal is to enter into a contract with current cleaner to continue cleaning the village hall but at a later date that a tender for cleaning and caretaking goes out for both the village hall and New Changing Rooms

15F/092. Matters for consideration at the next meeting –

- Changing room's project Cllr Mudd and Morris
- Skate Park project – Cllr Morris
- Review of management accounts (standard item) Cllr Young
- Bank rec (standard item) – Cllr Morris
- Insurance reassessment – Cllr Mudd
- IT policy – Cllr Bolitho
-

15F/093. Date of next meeting – Thursday 21st May

15F/094. Close of meeting – 9.15

Signed _____ (Chair) Date _____

15F/100. Changing Rooms – To receive an update on the project - Cllrs Morris & Mudd

- C J Murfitt took over the site post-Easter as Phase 2 began
- Third monthly cycle of grant claims cycle in hand
- Reconciliation of on-site water-metering in hand (4 out of 5 identified so far)
- Options to finish off access road (turning circle, width/finish) being evaluated
- Significant progress with roof trusses due on-site this week
- Shopping list of “19 room final fit” items / budget being prepared
- On track for completion towards end of August
- Signage (grant recognition) to be arranged prior to opening
- Invitation lists, Press coverage etc need special consideration

15F/102. Skatepark – To receive an update on the project - Cllrs Morris/Berenger/Collier

- Wheelscape began work on 9th April
- Existing kit scrapped
- Power cable diverted successfully
- 90% of SCDC grant will be claimed after first Wheelscape invoice; rest on completion
- Activity on site now increasing
- Signage (disclaimers and grant acknowledgements to be arranged)
- Completion expected around 12th June
- RoSPA inspection and access pathway completion anticipated shortly after that
- Opening Event scheduled for 12th July; invitations, press coverage etc ...

15F/104. Bank Reconciliation

The Council’s Bank Statements were reconciled with the Sage Accounts against an effective date of 30th April 2015, on 8th May 2015 and all appears in order.

Cash in the Bank totalled £656,229.47 with some £82,568.25 of unrepresented cheques leading to a net cash sum at Bank and in hand of £573,661.22

Note this sum is at a peak as it includes a half-year precept payment and we are entering a period of increased cash consumption as our two capital projects are now in their peak cost phases.

Bank Reconciliations should ideally be carried out by a Councillor who is neither a signatory (most important or independence) or the Chair (less critical) so FLAC should consider whether Cllr Morris should continue performing the reconciliation, subject to another FLAC member taking on the role. One option would be for Cllr Morris to continue until we have rationalised our Bank Accounts later in the year.