

DRAFT MINUTES
Finance, Legal and Administration Committee Minutes

Held in the Village Hall, Lambs Lane, Cottenham
On Tuesday 26th May 2015

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

15F/095. To elect the Chairman of the committee and to receive their Declaration of Acceptance of Office – All committee members present were in favour of Ian continuing as chair and Cllr Young has accepted the declaration of office.

15F/096. Chairman's introductions and Apologies – Cllr Morris

15F/097. Standing orders to be suspended- Any Questions from the Public or Press – No Public or press present

15F/098. 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/099. Minutes – Minutes from the committee meeting held on the Tuesday 28th April are a correct record – **RESOLVED**

15F/100. Update on the Changing rooms project – CJ 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. Significant progress with roof trusses which arrived this week. On track for completion towards end of August. Signage (grant recognition) to be arranged prior to opening. Invitation lists and press coverage need consideration. Cllrs Morris and Mudd are meeting next Wednesday with architects and contractors.

15F/101. To authorise the Murfitts Invoice payment – Resolution to authorise payment for invoice B72889 dated 07/05/15 for £58,283 + VAT (£69,940) - **RESOLVED**

15F/102. Update on the Skate Park project - Wheelscape began work on 9th April. Existing kit scrapped. Power cable diverted successfully. 90% of SCDC grant will be claimed after first Wheelscape invoice, the rest on completion. Activity on site now increasing. Signage 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 and press coverage to be arranged.

15F/103. Review of monthly Management accounts – The committee reviewed the management accounts to 30st April 2015.

15F/104. Review of monthly Bank Reconciliation - Cllr Morris and RFO completed a bank reconciliation earlier on in the month, the committee accepted the report given by Cllr Morris and RFO.

15F/105. Insurance reassessment – Cllr Mudd has been looking into insurance options. Made initial contact with HPN building surveyors Ltd (recommended by Cheffins) who have quoted £125 + VAT for the valuation (rebuild cost) of the village hall and the Ladybirds building. Resolution to give permission to Cllr Mudd to employ HPN building surveyors Ltd for a survey of the village hall and Ladybirds buildings for insurance rebuilding values at a cost of £125 + VAT - **RESOLVED**

15F/106. Review year end document – The committee looked at the Year-end document. Cllr Young had a question relating to how our office rent has been accounted for. This is to be discussed with our accountant and rectified. No other queries regarding the accounts.

15F/107. Consider producing an IT policy for the council – Defer to next meeting.

15F/108. Reimbursement of paper/ink costs for Parish Councillors – Cllr Bolitho has said that since the introduction of the committee system there has been a substantial increase in the amount of printing required by councillors. Request that the council reimburse the councillors with some of these costs. Cllr Heydon spoke about how a using a projector might be useful in some committees and has requested this as an agenda item for the full council meeting. The committee has asked that this issue be placed on the next full council agenda for further discussion.

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

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

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

- Update on Changing room’s project Cllr Mudd and Morris
- Update on Skate Park project – Cllr Morris
- Review of monthly management accounts (standard item) Cllr Young
- Bank reconciliation (standard item) – Cllr Morris
- Town ground rent – Cllr Bolitho
- IT Policy – Cllr Morris
- Consider information from Pension companies – RFO and Cllr Bolitho
- Sponsorship of Bench outside of post office – Cllr Bolitho
- Purchase of second hand computer to RFO - RFO
- Insurance reassessments – Cllr Mudd

15F/112. Date of next meeting – Tuesday 23rd June

15F/113. Close of meeting – 20.35

Signed _____ (Chair) Date _____