

DRAFT MINUTES of FLAC Meeting

Held in the Village Hall, Recreation Ground, Cottenham
On **Tuesday 10th November 2015**

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

15F/189. Chairman's introductions and Apologies – None

15F/190. 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

15F/191. 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 – Cllr Bolitho requested that item 15F/198 be moved to the end of the meeting so he could leave the meeting and not be part of the discussion.

15F/192. Minutes – Resolution that minutes from the committee meeting held on the Thursday 1st October are a correct record – **RESOLVED**

15F/193. Update on the changing rooms project – Financially the project remains within budget and, technically, "practically complete". Durman Stearn have completed all their work on-site and have invoiced to 97.5% point. Murfitt are working through various snag lists. We have a few signage and other issues to finish. The Pavilion is generally safe and usable, especially following the appointment of a Caretaker. Negotiations are in hand over partnership agreements with key club users.

15F/194. Review of monthly management accounts (to 30th September) – The committee reviewed the management accounts to 30th September 2015 to the committees' satisfaction.

15F/195. Review of monthly bank reconciliation (to 30th September) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to September 30st 2015), the committee accepted the report given by Cllr McCarthy and RFO. An additional suggestion was that as part of the bank reconciliation we highlight any debts of more than 90 days.

15F/196. Review of the External audit report – Summary of the External audit indicates that the annual return is in accordance with proper practices and no matters have come to the attention of the auditors giving cause for concern or that relevant legislation and regulatory requirements have not been met. They did wish to draw our attention to Section 1, Box 2 in which the annual precept did not agree to the figure notified to us by the precepting authority. The figures in Boxes 2 and 3 should read £237,641 and £155,295. We will endeavour to make sure that the figure is recorded correctly when submitting the 2015-16 Annual return.

15F/197. Sports clubs Agreements – to consider wording and fees for the use of pitches and the

new Pavilion – Cllr Morris and Mudd have met with the Cricket and Football clubs to discuss their use of Pavilion, pitches and fees. Sports clubs agreements/fees needs to be agreed by full council and the contracts to be signed by the sports clubs before April 2016.

15F/198. Consider office space requirements for the parish council – Cllr Bolitho left the meeting at 21.25. A visit was made to the Royal British Legion (RBL) by Cllrs Morris and Mudd with Clerk and RFO to assess transfer costs. Subject to agreement by Council and RBL, indications are that we could transfer our office to the upstairs space in RBL and save money, we could also expand storage space within this budget and transfer all our office operations and public meetings to RBL at nominal extra cost. Cllrs Morris and Mudd to go back to the RBL to establish the rental costs and then this needs to go to full council.

15F/199. To consider contributing to the laying of turf or re-seeding the 2 CCC patches of land outside Icení new homes on Histon Road – Lynda Harford has asked Streetworks at County to investigate this but no further details at present. To be considered at the Highways committee.

15F/200. Consider how spending from the Sponsorship fund can be accelerated if FLAC is not readily available to agree resolutions – To review the Terms of reference document(TORs) in relation to the spending powers of the CALF committee with a view to CALF being able to use donations in addition to 10% line item per quarter. Recommendation to carry out an annual review of donations by CALF.

15F/201. Budget planning for 2016-17 – the budget process is ongoing. S137 applications were considered and recommendations will be taken to full council. CALF will present their project/budget plans at the next FLAC meeting.

15F/202. Matters for consideration at the meeting

- Update on Changing room's project
- Review of monthly management accounts (standard item) Cllr Young
- Bank reconciliation (standard item) – Cllr McCarthy
- Budget planning
- Review potential underspend for this year and strategic use of funds.

15F/203. Date of next meeting – Thursday 26th November

15F/204. Close of meeting – 21.40

Signed _____ (Chair) Date _____

