

DRAFT MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge

On **Thursday 28th April 2016**

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

16F/058. Chairman's introductions and Apologies – Cllr Mudd (unwell), Cllr Bolitho (absent)

16F/059. 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

16F/060. 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. No declarations

16F/061. Minutes - Resolution that minutes from the committee meeting held on the Tuesday 22nd March are a correct record - **RESOLVED**

16F/062. Review of monthly management accounts (to 31st March 2016) – The committee reviewed the management accounts to the end of March 2016, no comments made and the committee were satisfied with the accounts.

16F/063. Review of monthly bank reconciliation (to 31st March 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st March 2016), the committee accepted the report given by Cllr McCarthy. The RFO commented that the invoice sent to Wisser for £452.11 has remained unpaid for several months despite several prompts. The committee agreed that this should be taken to the June full council meeting for further discussion. It was also decided that when future S106 indemnities are signed that the RFO will create an invoice so we can track them as a debtors.

16F/064. Review draft of end of year accounts – The committee considered a draft of the year end accounts 15-16 and made the following comments. The reference to 'assets under construction' in the text needs to be changed as the Pavilion has now been completed and is no longer 'under construction'. The asset register needs updating. Note 9 (closing reserves) needed some clarification and it was agreed to change the name of the 'Loan fund' to 'Other reserves'

16F/065. Application for financial support from the Library for the summer reading challenge – The committee considered the application - Resolution to recommend that Cottenham library is granted £150 under the provision of the community chest for the summer reading challenge, to be taken to the June full council meeting for consideration – **RESOLVED**

16F/066. Application for financial support from the Salvation Army for new storage sheds – This application can be considered in principal however the committee agreed that further details regarding building design and costs are needed, in addition what level of contribution are the salvation army making towards the project or have they sought any alternative funding needs to be

established. Planning permission implications need to be considered. RFO will email them and Cllr Morris happy to discuss further with them.

16F/067. Matters for consideration at the next meeting –

- Management accounts to 31st April 16 – Cllr Young
- Bank reconciliation to 31st April 16 – Cllr McCarthy/RFO
- Salary review of employees

16F/068. Date of next meeting – Thursday 24th April 2016

16F/069. Close of meeting – 20.30

Signed _____ (Chair) Date _____