

MINUTES of FLAC Meeting

Held in the Village Hall, Lambs Lane, Cottenham, Cambridge
On Tuesday 28th June 2016

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

16F/090. Chairman's introductions and Apologies –

16F/091. 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 – One member of the public present

16F/092. 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/093. Minutes - Resolution that the minutes from the committee meeting held on Thursday 24th May are a correct record – one small amendment to Minute ref 16F/084 to remove (£28.32 and) as the actual cost was just the £40.01 - **RESOLVED**

16F/094. Review of monthly management accounts (to 31st May 2016) – The committee reviewed the management accounts to the end of May 2016, the RFO fed back an error in nominal 4000, the figure £538 was income into another nominal and has been corrected. The figure of £831 in nominal 7423 needs to be moved to the WARF bench/fence nominal. Request to split the S106 monies in the balance sheet. To hide the future accounts in the spreadsheet to avoid confusion. The committee were satisfied with the accounts.

16F/095. Review of monthly bank reconciliation (to 31st May 2016) – Cllr McCarthy and RFO completed the bank reconciliation earlier on in the month (to 31st May 2016), the committee accepted the report given by Cllr McCarthy and RFO it was noted that Wisser have now paid their outstanding invoice.

16F/096. Authorise online payment to Central Source Ltd – Payment for Central Source Ltd for Cones and Belt barriers for use in the recreation ground car park (Order ref: S)129121) for £200 + VAT – Resolution to make this payment - **RESOLVED**

16F/097. Authorise and sign cheque payment to T J Training Ltd – Payment for T J Training Ltd for providing Basic Emergency First Aid Course (Invoice no: 02088) for £193.45 + VAT- Resolution to make this payment - **RESOLVED** (Standing orders suspended at 19.47 so that the member of public could add detail on this to say that approx. 11 people attended the First Aid course, standing orders reinstated at 19.49)

16F/098. Summer reading donation cheque – At the last full council meeting the council agreed to donate £150 for the Summer Reading Challenge at the Library. Resolution to make this payment - **RESOLVED**

16F/099. Consider income and expense estimates for the new village hall – Cllr Morris presented the working party provisional plans and the financial overview of the potential new village hall. The current costing is about £2,450,000 + VAT and the current design has some 577 m² of lettable space within about 1,100m² (Standing orders suspended at 20.05 so that the member of public could express his opinion in that the new village hall would have a car park attached which would be very beneficial Standing orders reinstated at 20.06) The committee reviewed the plans presented, Cllr Collinson asked that security of staff be considered (standing orders suspended at 20.08 for member of public to express his views on the placement of the lift in the building standing orders reinstated at 20.10). The new village hall will need a part-time manager and caretaker, supported by a proper event management system. The budgeted annual operating costs are 25,000 staff costs, 20,000 energy costs, 5000 non-domestic rates, 20,000 loan interest costs (total 70,000) the Loan capital costs are estimated at £110,000 per annum. We would need planning permission and a council resolution before we could apply for a public works loan. Cllr Morris then presented some likely revenue from 2019/20 onwards by breaking down the various areas within the building and the potential revenue for each area. The committee felt that we should look in more detail at business use in the building.

16F/100. Consider policy for retention of documents – The committee looked at the policy from NALC regarding local councils' documents and records. Resolution to recommend to full council the adoption of NALC Legal topic note 40 dated January 2013 - **RESOLVED**

16F/101. Consider transferring additional funds into Unity Trust saving account and closing 3 Lloyds bank accounts keeping just one open for cash payments – The committee discussed the closure of 3 accounts with Lloyds so that we just have one account with Lloyds for cash payments and were satisfied for the RFO to proceed with this.

16F/102. Consider donation request from Cambridgeshire Lowland Search and Rescue – Not in favour of supporting this due to not being specific to Cottenham

16F/103. Matters for consideration at the next meeting –

- Management accounts to 31st July 16 – Cllr Young
- Bank reconciliation to 31st July 16 – Cllr McCarthy/RFO

16F/104. Date of next meeting – Thursday 1st September

16F/105. Close of meeting – 21.12

Signed _____ (Chair) Date _____

