

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 29<sup>th</sup> January 2019**

**To: Members of the Finance, Legal and Administration Committee (FLAC)**

You are hereby summoned to attend a Committee meeting  
To be held in the Village Hall, Recreation ground, Lambs Lane, Cottenham on:  
**Tuesday 29<sup>th</sup> January 2019 at 7.30pm**

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**19F/001. Chairman's Introduction and Apologies for absence** – *(Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*

**19F/002. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary and other interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations).*

**19F/003. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 29<sup>th</sup> November be signed as a correct record.

**19F/004. Public Participation** – *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 to allow other people to also speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.*

*Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of the parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.*

*However, anyone wishing to do so must speak to the clerk prior to the meeting as there is a policy which must be followed.*

**19F/005. Review the Management Accounts for December 2019** – RFO

**19F/006. Review of the monthly bank reconciliation (to 31<sup>st</sup> December 2019)** – RFO & Cllr McCarthy

**19F/007. Consider end of year Accruals and Reserves** – Cllr Morris

**19F/008. Review Finance Model for Village Hall and Nursery** – Cllr Morris

**19F/009. Consider appointing Heelis and Lodge as our Internal Auditor**- RFO

**19F/010. Review section 3 of the Risk Register** – Cllr Morris

**19F/011. Consider Tyrannochorus grant request under community chest fund** - RFO

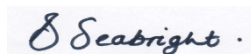
**19F/012. Over day centre grant request under community chest fund** - RFO

**19F/013. Consider updates to the Asset Register** - RFO

**18F/014. Matters for consideration at the next meeting**

**18F/015. Date of next meeting** –

**18F/016. Close of meeting** –

 Debbie Seabright

Debbie Seabright – RFO

22/01/19

Right Side Entrance, Community Centre

250a High Street, Cottenham, Cambridge, CB24 8RZ Tel: 07503 328401 Email: [rfocottenhampc@gmail.com](mailto:rfocottenhampc@gmail.com)

**DRAFT MINUTES of FLAC Meeting**

Held at the Village Hall, Lambs Lane, Cottenham:

On **Thursday 29<sup>th</sup> November 2018 at 7.30****Present:** Cllrs: Collinson, McCarthy, Morris, Smith (Chair), Wilson, RFO**18F/315. Chairman's introductions and Apologies** – Cllr Young (work) Cllr Bolitho (Absent)**18F/316. To accept Declarations of interest and Dispensations**

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 – None*

**18F/317. Minutes** – Resolution that the minutes from the Finance committee meeting held on Tuesday 23<sup>rd</sup> October 2018 be signed as a correct record – **RESOLVED**

**18F/318. Public Participation** – *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 – Two members of the public present who were present in support of their grant application for Fen Edge Community Association - item 18F/321.*

**18F/319. Management accounts for October 2018** – Need to move 59K from the precept received in September into capital project fund. Investigate contingency fund line. Mobile Goals cost need to come from S106 Open Space Reserves. The committee were satisfied that the management accounts are an accurate record.

**18F/320. Review of the Bank Reconciliation to the end of October 2018** – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (19<sup>th</sup> November). The committee were satisfied that the Bank reconciliation is an accurate record.

**18F/321. Consider donation/grant applications for 2019/20** – RFO

- Cottenham Mobile Warden Scheme – Have asked for £1150 towards the running cost of the scheme (project benefits 16 members and 6 associate members) – The committee discussed the application and it can qualify under Section 106a of the Transport Act 1985 to a maximum of £1150. (£60 per head). Resolution that future applications from the Mobile Warden Scheme work out at less than £50 per head - **RESOLVED**.
- Connections Bus Project - Have asked for £2400 to run two courses (Babysitting course and Generation game course for young people in the village) course capacity 15 for each course. The committee considered the application – the committee decided to look at whether this could be funded from our youth provision budget rather than a grant
- Girlguiding Cottenham – Have asked for £1210 following a complete overhaul of the Girlguiding programme and would buy each member a badge book (covers 7 groups and 170 members) – The committee were in favour of the application (£7 per head).
- Cambridge Search and Rescue – This request is for £300 towards a Garmin e-Trex GPS handheld unit and a printer which will aid mapping speed and accuracy which would help the search teams – doesn't qualify as a local organisation.
- Fen Edge Twinning Association – £800 to support the twinning weekend in Avrille from 24<sup>th</sup> to 27<sup>th</sup> May 2019 – Doesn't qualify as not all local residents.

- Fen Edge Community Association – have requested £2000 to support the 2019 Fen Edge Festival. The committee discussed the possibility of covering the cost of a band for the event under section 145 (Entertainments and the arts) to a maximum of £1500. (0.50p per head)
- Bikeability cycle training (Primary School run by Cambridge County Council) – might potentially be asking for a grant as Cambridgeshire County Council might have to withdraw the funding next year.
- By using the ranking system in our Grants and Loans Policy, it is (1)Fen Edge Community Association (2)Guide guides (3)Mobile Warden Scheme. Total expenditure on grants discussed this evening (£3860)

**18F/322. Budget Planning - consider likely income and sources for 2019/20** – The committee continued to consider our potential income for the 2019-20 budget

**18F/323. Budget planning – consider likely expenditure across broad revenue headings for 2019/20** - The committee continued to consider our potential expenditure in 2019-20 as part of budget planning.

**18F/324. Consider likely capital expenditure and funding (e.g. Village Hall, Nursery, Carpark in 2019/20)** – No updates at the current time

**18F/325. Review section 3 of the Risk Register** – Deferred

**18F/326. Matters for consideration at the next meeting.**

- Review of monthly management accounts
- Review of monthly bank reconciliation
- Section 3 of the risk register.

**18F/327. Date of Next meeting** – Thursday 13<sup>th</sup> December 2018 (if needed)

**18F/328. Close of meeting** –

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

**19F/005.**

**Management accounts for December 2018 sent out separately.**

**19F/006**

**Bank reconciliation**

**Reconciled on 14th January 2018 by RFO and Cllr McCarthy**

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£218,325.13	Bank account 1
£157,076.29	Bank account 2
£462,419.55	Bank account 3
<b>£837,820.97</b>	<b>Total Cash at Bank (as of the 31<sup>st</sup> December 2018)</b>
- £21,649.90	Creditors (of which £5 is the Multipay card)
+ £3202.80	Debtors
<b>£819,373.87</b>	<b>Net balance on bank reconciliation</b>

+ VAT owed £1198

Minus: £80,642 Accruals

+ £23,441 used (10,441 Land Purchase and 13,000 CCC grant)

+ £1130 credit re street lights

Minus PAYE: £1029

**Net assets: £763,471.87**

#### **Creditors**

- AGB Environmental Ltd £1864.80 (05/12/18) VH Survey
- AJ King - £3800 (21/12/18) usual monthly cost
- BCS - £56.76 (30/11/18) Payroll/Pension
- Calor Gas - £680.17 (11/12/18)
- Cambridgeshire Cricket Ltd - £1190 (03/12/18)
- Caprari - £2072.90 (10/12/18 x 2 invoices)
- Connections Bus Project - £2743.40
- CUSSU - £1080 (31/12/18) Quarterly invoice
- RFO - £10.37 (Expenses) (01/11/18) Sim card for pavilion
- Elveden Farms - £712.80 (30/11/18) for Christmas tree
- Glasdon Uk - £2378.42 (01/12/18)
- Green and Purple Ltd - £60 (01/12/18) Accountancy support
- Clerk - £4.52 (05/12/18) Expenses re refreshments for meeting
- Lanes Group PLC - £780 (27/11/18) Survey at the VH
- Nick West - £1288.80 (01/11/18) Cleaning of the VH for two months
- Old West Internal Drainage Board - £2701 (20/12/18)
- Shred Station - £48 (30/11/18) office shredding
- The Society of Local Council Clerks - £20 (01/12/18) Course costs
- Staples - £152.96 (20/12/18) Printer cartridges

**TOTAL £21,644.90**

#### **19F/009**

##### **Internal Audit**

I have contacted Heather Heelis who is happy to carry out our audit this year if appointed. The cost would be £420 (no VAT)

#### **19F/010**

**Review section 3 of the Risk Register** – copy of risk register sent out separately

#### **19F/011**

**Tyrannochorus** are a local singing group in Cottenham. Recent legislation means that rules relating to children in performance and chaperoning changed this year. The group need to fund training for parent volunteers (4 x £20 per person) and two leaders (2 x £80 per person)

All parent volunteers, leaders and young people are resident in Cottenham.

Amount requested: **£240**

### **19F/012**

**Over Day Centre** have requested financial support to continue their work at the day centre. The day centre provides day care for up to 28 clients a day and also a Saturday lunch session once a month, it has its own minibus which enables them to collect clients each day. Tea and biscuits, lunch and afternoon tea are provided and specialist services (adapted bath, chiropody service, hairdresser) are also available as well as bingo, exercise advice, and in-house events.

Funding from the County Council has reduced.

We currently have 2 cottenham residents who use the day centre

No specified amount requested.

### **19F/013**

**Asset register with notes sent out separately**