

Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held in the Village Hall, Recreation ground, Cottenham on Tuesday 26th February 2019 at 7.30pm

Present: Cllrs Collinson, Morris, Smith (Chair), Wilson

- 19F/017. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (sick), McCarthy (work), Young (work) and the RFO.
- 19F/018. To accept Declarations of Interest and Dispensations** – None given.
- 19F/019. Minutes** – Minor amends made. Resolution that the minutes of the Finance Committee meeting held on Tuesday 29th January 2019 be signed as a correct record. **RESOLVED.**
- 19F/020. Public Participation** – None present.
- 19F/021. Review the Management Accounts for January 2019** – The following observation were made: Tenison Manor credit relates to IDB invoice paid by CPC then reimbursed by Persimmon. During works for the new Village Hall it was discovered that the Bowls Club hadn't been charged for electricity; payment plan being discussed. We are going to receive a higher water bill than expected but it is anticipated that this and the electricity reimbursement should cancel each other out. Query whether there will be business rates on the temporary building during the works. Noted that Pavilion over budget due to maintenance costs; need to monitor the LGP and electricity costs. Check £758 January figure against Christmas event. Unable to see sponsorship donations income for the event. Noted that RFO has fixed spreadsheet errors previously noted. Otherwise the committee were satisfied that the management accounts are an accurate record.
- 19F/022. Review of the monthly bank reconciliation (to 31st January 2019)** – The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (12th February 2019). The committee were satisfied that the Bank reconciliation is an accurate record.
- 19F/023. Consider appointing Green and Purple Ltd to produce our Year-end accounts** – Resolution to appoint Green and Purple Ltd to produce our year-end accounts at a cost of £900 +VAT. **RESOLVED.**
- 19F/024. To consider and adopt draft 'Internal Controls' document** – Document reviewed and the amends suggested. Responsibilities – Add 'working parties' to second sentence and remove final sentence. Accounts – add Triodos (pending) plus dates accounts set up. Signatories – building society has 4 signatories and RFO is signatory on Triodos account. Add Financial Regulations references to each section. Add risk assessments. Item deferred pending amendments.
- 19F/025. Review Finance Model for Village Hall and Nursery** – Cllr Morris ran through the document which will go to the Ministry as part of our borrowing application.
- 19F/026. Review section 4 of the Risk Register** – Document reviewed by the Committee. The following points were noted. SCP1: need to obtain building inspection template. SCP8: look into what training is available. SCP16: need signs.
- 19F/027. Pension arrangements as from April 2019** – Changes noted.
- 19F/028. Consider a plan for the Kebab van in light of future carpark extension and building works** – Need to inform owner of works and that space won't be available in the car park for the duration of the build. Noted that he may need to obtain street trading consent if moving to a different location.
- 18F/029. Matters for consideration at the next meeting** – bank reconciliation, review of management accounts.
- 18F/030. Date of next meeting** – 26th March
- 18F/031. Close of meeting** – 9.29pm.

Signed _____ (Chair) Date _____