

DRAFT Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held in the Village Hall, Recreation ground, Cottenham on Tuesday 28th May 2019 at 7.30pm

Present: Cllr Collinson, Morris, Young, (Chair), RFO

19F/061. Chairman's Introduction and Apologies for absence – Cllr Bolitho (Work), Cllr McCarthy (Personal) Cllr Wilson (Personal), Cllr Smith (Work)

19F/062. To accept Declarations of Interest and Dispensations – None given

19F/063. Minutes –Resolution that the minutes of the Finance Committee meeting held on Tuesday 30th April 2019 be signed as a correct record. **RESOLVED.**

19F/064. Public Participation – None present.

19F/065. Review the Management Accounts for April 2019 –

The RFO drew attention to a number of items. Nominal 7405 (Recreation ground general costs) shows an expense for Annual trade waste and accounts for 91% of that budget line. Changing room maintenance will exceed the current budget as we have a new contract for the maintenance of the shutters which amounts to just over 2k a year. We need to consider budget for employers' pensions as one month's cost has spent 25% of the budget. Also need to move half the supplemental precept from the precept nominal into the Village Hall/Nursery fund (£61,629). The committee were satisfied that the management accounts are an accurate record.

19F/066. Review of the monthly bank reconciliation (to 31st March 2019) – The Bank Reconciliation was prepared by the RFO but has yet to be checked by Cllr McCarthy. This will be rectified in the next month. The committee were satisfied that the bank reconciliation is an accurate record.

19F/067. Village Hall and Nursery tender feedback – Cllr Morris reported on the tender feedback. Six bids were received, and all were more expensive than anticipated. The lowest bidder has provided a more detailed breakdown of the costs. All consulting engineers, the preferred bidder and the architects are now undertaking a "value engineering" exercise with CPC representatives within the scope of our planning permission. The Nursery building was discussed first, to reduce the cost of the building the roof material could be changed so that tiles are not required which saves approximately £100,000, the ventilation system can be simplified. These, and other suggested changes, should bring the build to approximately £1,000,000. The Village Hall discussion focused on similarly replacing the roof, the removal of the Parish Council office and corridor upstairs to make the area more open space with free standing panels to act as dividers if needed and the bar area could also be simplified. Removing the changing place toilets downstairs, and reconfiguring the adjacent toilets and storage area will make space for the parish council office (which will be nearer to the reception area). The stage and kitchen fit-outs will be removed to "CPC supply". Both halls will still be 20-25% bigger than current hall space, despite and removing about 20 feet from the centre section of the building. There was also discussion about simplifying the car park. Discussion still in progress to bring the project cost down to a cost that we can afford over the next few weeks. Architects will prepare some updated drawings which, after review by CPC representatives, will go back to the builder for revaluation. If the revaluation is within our budget, then the revised proposition will go to a full council meeting.

19F/068. Nominated bank accounts for project loan and guidelines for managing the project finances –

The committee discussed having a nominated bank account/s for the project. RFO to investigate a third account with one of our current banks to be used specifically for the project. The process for payment of invoices is that the Quantity surveyor assigned to the project will evaluate the work carried out each month and provide the parish council with a certificate that agrees that the work undertaken matches the value of the invoice. Payment terms will need to be considered to make sure that no penalties are incurred. It was agreed that the signatories on the bank accounts should be educated as to the process above. Our financial regulations are up to date and we are aware of the relevant parts in terms of the project process and payments.

19F/069. Financing plan for the Village Hall/Nursery – Cllr Morris presented a spreadsheet detailing how the parish council can manage the finances required for building the Nursery and Village Hall. It takes into account income for the project including the Loan, supplementary precept, developer contributions from

Racecourse View, Bellway and Persimmon and from our current hirers. It then looks at the payments out through the various phases of the build and our financial position at each stage. It also considers the longer-term repayment structure of the loan. More clarification is needed on the exact amount and timing of the S106 for early years provision and some discussion with Ladybirds about possible income from the nursery by April next year. This spreadsheet will be adjusted as plans and revaluations are completed.

19F/070. Matter for consideration at the next meeting –

Management Accounts and Bank Reconciliation

Village Hall and Nursery project

Financing of Village Hall and Nursery

19F/071. Date of next meeting – Thursday 27th June 2019

19F/072. Close of meeting – 9.06

Signed _____(Chair) Date_____