

DRAFT Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held in the Village Hall, Recreation ground, Cottenham on Tuesday 30th July 2019 at 7.30pm

Present: Cllrs Bolitho, Collinson, McCarthy, Morris, Smith, Wilson, Young, RFO

19F/087. Chairman's Introduction and Apologies for absence – None given

19F/088. To accept Declarations of Interest and Dispensations – None given

19F/089. Minutes – Minor amends. Resolution that the minutes of the Finance Committee meeting held on Thursday 27th June 2019 be signed as a correct record. **RESOLVED.**

19F/090. Public Participation – None present.

19F/091. Review the Management Accounts for June 2019 – Need to rectify the precept amount in the budget line to £288,656 and the supplementary precept taken which should be £61,529 this will then have an effect on the budget surplus figure. It was noted that the cleaning of the village hall and Gross Wages/Pensions will go over budget. Also, additional unexpected costs for a new boiler for the village hall. Resolution to propose that Cllr Smith and the RFO meet with the Parish Council accountant to review the resilience of the accounts – **RESOLVED.**

19F/092. Review of the monthly bank reconciliation (to 30th June 2019) – The committee were satisfied that the management accounts to the 30th June 2019 are an accurate record.

19F/093. Village Hall and Nursery project update – Cllr Morris updated the committee on the progress of the two projects. Anticipated S106 monies discussed. The value engineering phase is almost complete and should be finalised by the 9th August. This will then go back to the preferred builder to be repriced, hopefully we should have this by the end of August.

19F/094. To review the current user contracts and the process for updating them – Some user contracts will need to be rewritten especially those using alternative facilities whilst the village hall project is ongoing. Agreed to look at the current contract terms at the next meeting for the Kids club, the Football Clubs and the Sports and Social Club.

19F/095. To review the key activities of the council and consider processes for reducing risk - Cllr Morris had prepared a list of current key activities in the council, each had a second person identified so that no one person is holding the information with the aim of risk reduction. The neighbourhood plan was discussed as an ongoing piece of work that Cllr Morris holds the majority of the information for, however there is only a small amount of work left on this which should be completed soon. It was suggested that we have six monthly checks to make sure that we are identifying possible risks and taking the necessary precautions (September & April FLAC meetings).

19F/096. Matter for consideration at the next meeting –

Management Accounts and Bank Reconciliation

User contract terms

Risk re activities of the council

19F/097. Date of next meeting – Thursday 12th September 2019

19F/098. Close of meeting – 21.14

Signed _____ (Chair) Date _____