

Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held in the Village Hall, Recreation ground, Cottenham on Tuesday 27th June 2019 at 7.30pm

Present: Cllrs Bolitho, Collinson, Morris, Smith (Chair), Wilson, Young, RFO

19F/073. To Elect a Chairman – Resolution to elect Cllr Smith to act as chairman for the Finance, Legal and Administration Committee - **RESOLVED**

19F/074. Chairman's Introduction and Apologies for absence – Cllr McCarthy (Work)

19F/075. To accept Declarations of Interest and Dispensations – None given

19F/076. Minutes – Resolution that the minutes of the Finance Committee meeting held on Tuesday 28th May 2019 be signed as a correct record. **RESOLVED.**

19F/077. Public Participation – None present.

19F/078. Review the Management Accounts for May 2019 – The committee would like the previous year spend included on the spreadsheet. Some questions about the cost of electricity and maintenance at the pavilion. Nominal 8219 (Girlguiding grant) needs to be totalled in the spreadsheet. RFO will action. The committee were satisfied that the bank reconciliation for May 2019 are an accurate record.

19F/079. Review of the monthly bank reconciliation (to 30th May 2019) – The committee were satisfied that the management accounts to the 30th May 2019 are an accurate record.

19F/080. Village Hall and Nursery project update – Still in the value engineering stage. There are two current stages, the consultants have come up with some suggestions to reduce costs and those are now being translated into the drawings, these will now come to CPC for review and will then go to the leading bidder to reprice. Need to obtain a planning variation as the building is smaller, this will come from South Cambridgeshire District Council. Discussion to take place about this at the next full council meeting. Durman Stern approached about the possibility of doing the work on the access road/carpark work separately.

19F/081. Financing plan for the Village Hall/Nursery – The financing model remains the same but will be reviewed when the costs are clear.

19F/082. To consider processes for reducing risk re activities being undertaken by CPC especially if they are dependent on a lone individual or a small working party – For the next meeting we need to look at the key activities within the council, review our current position on these and make sure that the lead individual has at least one other person who is fully up to speed on any given activity.

19F/083. Cottenham Bowls club grant application – Cottenham Bowls club have requested a grant for the paint they need to paint the clubhouse at a cost of £147.40. The committee discussed the application. Resolution from FLAC to recommend to full council that the grant be approved as long as the colour is acceptable - **RESOLVED**

19F/084. Matter for consideration at the next meeting –

Management Accounts and Bank Reconciliation

Revising contracts of users

Village Hall and Nursery project

Financing of Village Hall and Nursery

Review key activities of the council

19F/085. Date of next meeting – Tuesday 30th July 2019

19F/086. Close of meeting – 9.08pm

Signed _____ (Chair) Date _____