

Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held in the Village Hall, Recreation ground, Cottenham on Tuesday 24th September 2019 at 7.30pm

Present: Cllrs Bolitho, Collinson, Morris & RFO

19F/099. Chairman's Introduction and Apologies for absence – Cllr Smith (Work), Cllr Wilson (Prior commitment), Cllr Young (Work), Cllr McCarthy (Absent)

19F/100. To accept Declarations of Interest and Dispensations – None given

19F/101. Minutes – Minor amends. Resolution that the minutes of the Finance Committee meeting held on Tuesday 30th July 2019 be signed as a correct record. **RESOLVED.**

19F/102. Public Participation – None present.

19F/103. Review the Management Accounts for August 2019 — The committee were satisfied that the management accounts to the 31st August 2019 are an accurate record - **RESOLVED.**

19F/104. Review of the monthly bank reconciliation (to 31st August 2019) – The committee were satisfied that the August bank reconciliation is an accurate record.

19F/105. Financial Regulations (FR'S) (Sections: 6.18 & 6.20) – Currently the Financial regulations allow the Clerk and RFO to use the Corporate Multipay card. Resolution to add assistant clerk after clerk in item 6.18 & 6.20 so that the assistant clerk can also use the card – **RESOLVED** to be taken to the next full council meeting.

19F/106. Freedom of Information Policy – last updated in 2017, the committee considered the policy and no amendments made.

19F/107. IT & Communications Policy – last updated 2016, the committee considered the policy and no amendments made.

19F/108. Current user contract terms – item deferred.

19F/109. Asset Register – The committee agreed to add the two defibrillators (value £3000) to our asset register.

19F/110. Electricity quotes for the Recreation ground, Pavilion and Village Green – LSI utility brokers have sourced a competitive quote from SSE – Southern Electric. The committee agreed to go with Southern Electric based on the quotes given by LSI for a 24-month term.

19F/111. External Audit report – the external audit report from PKF Littlejohn has come back with no problems or recommendations or actions to be taken.

19F/112. Matter for consideration at the next meeting –

- Management Accounts and Bank Reconciliation
- Consider additional bank accounts
- Financial Regulations – (Section 6.21)
- Grant requests

19F/113. Date of next meeting – Tuesday 29th October

19F/114. Close of meeting – 8.15

Signed _____ (Chair) Date _____