

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 29th October 2019

To: Members of the Finance, Legal and Administration Committee (FLAC)

You are hereby summoned to attend a Committee meeting
To be held in the Village Hall, Recreation ground, Lambs Lane, Cottenham on:

Tuesday 29th October 2019 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

19F/115. Chairman's Introduction and Apologies for absence – *(Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*

19F/116. To accept Declarations of Interest and Dispensations – *i. To receive disclosures of pecuniary and other interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations).*

19F/117. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 24th September 2019 be signed as a correct record.

19F/118. Public Participation – *Public question time is dealt with prior to the start of the meeting and doesn't form part of the formal business of the Council. Time is limited to 30 minutes and each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes to allow other people to also speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.*

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of the parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the clerk prior to the meeting as there is a policy which must be followed.

19F/119. Review the Management Accounts for September 2019 – RFO

19F/120. Review of the monthly bank reconciliation (to 30th September 2019) – RFO & Cllr McCarthy

19F/121. Review of possible future value and timing of s106 developer contributions – Cllr Morris

19F/122. Update of financial aspect of Village Hall & Nursery project – Cllr Morris

19F/123. Consider donation/grant applications for 2020/21 – RFO

19F/124. Budget planning – consider likely income and Expenditure for 2020/21 - RFO

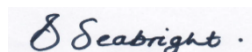
19F/125. Consider the purchase of two laptops for Clerk and Assistant Clerk (Approx. cost £600-£800) - Clerk

19F/126. Consider paying for the outsource of email transfers (£25 per mailbox) and maintenance package (£350 annually) for website - Clerk

19F/127. Matters for consideration at the next meeting

19F/128. Date of next meeting –

19F/129. Close of meeting –



Debbie Seabright – RFO

22/10/19

Right Side Entrance, Community Centre

250a High Street, Cottenham, Cambridge, CB24 8RZ Tel: 07503 328401 Email: rfo@cottenhampc.org.uk

19F/117.

DRAFT 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 _____

19F/119. Management accounts for September 2019 sent out separately.

19F/120. Bank Reconciliation September 2019

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£362,234.62	Bank account 1
£194,330.87	Bank account 2
£157,546.69	Bank account 3
£100,000.00	Bank account 4
Minus £18	Bank account 5
£814,094.18	Total Cash at Bank (as of the 30th September 2019)
- £13,579.46	Creditors
+ £2834.40	Debtors
£803,349.12	Net balance on bank reconciliation

+ VAT owed £1,702

Minus £39,501 remaining accruals

Minus PAYE: £1,575

Net assets: £763,975.12

Creditors

- AJ King - £6032 (Contract and extra work)
 - Arbantia Fencing - £264 (Repair to fence at rec ground)
 - BCS - £125.10 (Payroll)
 - Calor gas - £884.77 (Gas delivery for the Pavilion)
 - CamAlarms – £370.80 (Service at Pavilion)
 - CSA - £38.28 (Cleaning materials)
 - CUSSC - £1080 (Quarterly services charge)
 - RFO - £70.61 (Expenses)
 - Green and Purple – £60 (Accountancy support)
 - PHS Group - £307.74 (has since been deleted and waiting for termination paperwork)
 - PKF Littlejohn - £960 (internal audit)
 - PPL - £258.73 (Music license for the Village Hall)
 - Regent construction - £2979.60
 - Staples - £130
 - Travis Perkins - £17.83 (Plumbing parts for the Village Hall)
- TOTAL £13,579.46**

Debtors

- Cottenham Cricket Club £1351.20 (30/09/19) Annual invoice
- Cottenham United Sports and Social Club - £1372.80 (30/09/19) Quarterly rent charge
- Aerobics teacher - £110.40 – monthly invoice
- **TOTAL £2834.40**

COTTENHAM PARISH COUNCIL

Application for Grant to a Voluntary Organisation
Financial year 2019/2020

· Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

· Please note that if your application is successful the Parish council would expect to be informed when the grant awarded has been spent and details as to what the grant was spent on.

· Please note that it is unlikely that the application will be successful if not submitted by the deadline date – which can be found on the Cottenham Parish council website.

1. Name of Organisation Cottenham Brass Juniors
2. Name, Address and Status Emma Holliday
29 Long Furlong, Over, CB24 5PG
3. Telephone number of Contact 07941 307843
contact

4. Is the Organisation a Registered Charity? If so please provide Charity number No

5. Amount of grant requested £200

6. Project Name and short description

We are planning to purchase more uniforms for Cottenham Brass Juniors – waistcoats & ties to replace the polo shirts currently worn. This will enable the band to present a more polished appearance in line with the higher standard of performance they have reached

7. What will be the total cost of the above project? Approximately £2000 (we have been quoted £37 each for waistcoats and have identified ties we can purchase for £5)

8. If the total cost of the project is more than the grant, how will the residue be financed? Earlier this year the band held a fundraising concert and raised £450 towards new uniforms. The band have also received a donation of £1000.

We hope that the remainder of the cost will be met by other donations but can use the monies generated from band member subscriptions to cover the shortfall.

Over Parish council - £200 (not heard yet if successful)

9. Have you applied for grants for the same project to another organisation? If so, which organisation and how much?

10. Who will benefit from the project? All current and future members of Cottenham Brass Juniors.

11. Approximately how many of those who will benefit are Cottenham residents? 10 members of the band (25%) are currently Cottenham residents

12. Tell us a little more about your project. You may use a separate sheet of paper to submit any other information which you feel will support this application. Cottenham Brass Juniors provide children in Cottenham and surrounding villages the opportunity to learn a brass instrument, develop musically in the junior band and progress to perform with adult bands in the local area. The new uniform will remain the property of the band so will benefit future members as well as those currently in the band. Cottenham Brass Juniors has strong ties with the brass

COTTENHAM PARISH COUNCIL

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Cottenham Mobile Warden Scheme
2.	Name, Address and Status of Contact	Sue Smith 243 High Street, Cottenham CB24 8QP Administrator
3.	Telephone Number of Contact	01954 251915
4.	Is the Organisation a Registered Charity?	Yes
5.	Amount of grant requested	£1000 (20 members x £50)
5.	For what purpose or project is the grant requested?	To help with the running costs of the scheme, including: Volunteer expenses £400 Petrol £212 Telephone £120 Insurance £185 Sundries and Stationery £85
6.	What will be the total cost of the above project?	£7,500
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Grant funding see below Members' contributions £4050 Money brought forward from 2019/20
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Not yet, but will do so soon. SCDC £1000 We are still waiting to receive £2500 from CCF from last year's application.
9.	Who will benefit from the project?	Currently we have 14 full members and 6 associate members, though in July we had 23 members. 4 of our members left only last month, to move into residential/nursing care homes, so the above figures can and do change. We usually fill vacant spaces within a month to 6 weeks. All but 4 of our members are more than 90 years old.
10.	Approximately how many of those who will benefit are parishioners?	All of them

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed S.A. Smith Date 10.10.19