

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Thursday 12<sup>th</sup> December 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 at 7.30pm  
**Thursday 12<sup>th</sup> December 2019**

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**19F/140. 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/141. 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/142. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 26<sup>th</sup> November 2019 be signed as a correct record.

**19F/143. 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.*

**19F/144. Bank Reconciliation (to the 30<sup>th</sup> November 2019) - RFO**

**19F/145. Management Accounts (to the 30<sup>th</sup> November 2019) – RFO**

**19F/146. Consider engaging Green and Purple Ltd to do our year-end accounts - RFO**

**19F/147. Consider increasing the monthly maximum limit on the Multipay card (relates to section 6.18 & 6.20 of our Financial Regulations) - RFO**

**19F/148. Review of current bank accounts – Cllr Bolitho**

**19F/149. Review of Parish Council contracts - RFO**

**19F/150. Likely Capital Expenditure – Cllr Morris**

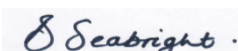
**19F/151. Financial Regulations (consider processes when engaging new companies to do work for the Parish Council) – Cllr Bolitho**

**19F/152. Consider adopting the Dignity at Work policy - RFO**

**19F/153. Matters for consideration at the next meeting**

**19F/154. Date of next meeting – Tuesday 10<sup>th</sup> March 2020**

**19F/155. Close of meeting –**

Seabright .

Debbie Seabright – RFO

Right Side Entrance, Community Centre

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

05/12/19

19F/142



**DRAFT Finance, Legal and Administration Committee (FLAC) Minutes**

Meeting held in the Village Hall, Recreation ground, Cottenham on Tuesday 26<sup>th</sup> November 2019 at 7.30pm

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

**19F/130. Chairman's Introduction and Apologies for absence** – Cllr McCarthy (Work)

**19F/131. To accept Declarations of Interest and Dispensations** – None given

**19F/117. Minutes** – Resolution that the minutes of the Finance Committee meeting held on Tuesday 29<sup>th</sup> October 2019 be signed as a correct record. **RESOLVED.**

**19F/132. Public Participation** – None present.

**19F/133. PHS invoice** - Consider whether to take legal advice over early termination fee from PHS – The committee agreed for the RFO to contact Roger Cavall regarding what action to take and the costs involved. To be taken to full council.

**19F/134. Grant applications** – We have received three applications for grants. Cottenham Brass Juniors have requested £200 towards waistcoats for band members – the committee discussed the application and recommended a donation of £200. Cottenham Mobile Warden Scheme have applied for £1000 (benefitting 20 members) to help with the running costs of the scheme – the committee discussed the application and recommended a donation of £1000. Fen Edge Twinning Association have applied for £450 towards hosting guests from Avrille – the committee considered the application and the nature of the entertainment proposed is outside of the village and therefore not seen as compliant. All application requests will go to the full council for consideration.

**19F/135. Budget planning for 2020-2021** – The committee considered out expenses and income for 2020-2021. Expenses budget £197,700, Income budget £29,672 net £168,028. This will be taken to the full council meeting in January.

**19F/136. Matter for consideration at the next meeting** –

Management accounts

Bank reconciliation

Financial Regulations - credit checks

**19F/137. Date of next meeting** – 12<sup>th</sup> December 2019

**19F/138. Close of meeting** – 21.55

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

19F/144

## Bank reconciliation November 2019

Reviewed by RFO and Cllr McCarthy

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

In summary:

£1,762,264.62	Bank account 1
£160,760.23	Bank account 2
£157,546.69	Bank account 3
£100,093.70	Bank account 4
£1,399,002.00	Bank account 5
<b>£3,579,667.24</b>	<b>Total Cash at Bank (as of the 30<sup>th</sup> November 2019)</b>
- £12,603.66	Creditors
+ £1696.52	Debtors
£3,568,760.10	Net balance on bank reconciliation

+ VAT owed £2000

Minus £39,501 remaining accruals

Minus PAYE: £1,144

**Net assets: £3,530,115.10**

### Debtors

- Allotments - £162.32 (Water Recharge) 28.10.19 (paid in December)
- **Baby Clinic - £124.20 (Hire of Pavilion) 07.10.19**
- CUSCC - £914.40 (Oct & Nov 19 invoice) 30.11.19
- Aerobics teacher - £165.60 (Hire of VH) 31.10.19 & 30.11.19
- Town Ground Rent - £330 (paid in December)

**TOTAL £1696.52**

### Creditors

- AK King - £3800 (Monthly contract) 21.11.19
- A Mappedoram - £172.80 14.11.19
- Browns of Burwell - £1265.59 (Oil for Ladybirds) 27.11.19
- BCS - £57 (Payroll Processing) 30.09.19 & 31.10.19
- Cambridge Water Business - £870.49 (Water rates) 06.11.19
- Cambridge County Council - £1422 (Lighting costs) 26.11.19
- Cromwell Fire - £124.36 (Checks at VH and Pavilion) 18.11.19
- CSA - £7.30 (Bleach) 29.11.19
- Dean Minter - £400 (PA for the Carol Concert) 26.11.19
- RFO - £10.62 (Sim card for Pavilion) 01.11.19
- Green and Purple - £60 (Accountancy support) 01.11.19
- HAG shutters - £1478.06 (Shutter repair at Ladybirds) 19.11.19
- Clerk - £13.95 (Mileage costs) 25.11.19
- John Slater - £517.50 (Advice re Neighbourhood plan) 15.11.19

- Kershaw - £117.60 (Repair heating at pavilion) 22.10.19
- Melsop - £450 (Reindeer hire) 27.11.19
- Nick West - £1269 (Two months cleaning at VH) Oct and November
- Shred Station - £48 (Blue bin in office) 30.11.19
- Zurich - £519.39 (Increased premium) 14.11.19

**TOTAL £12,603.66**

## **19F/145**

**Management Accounts** – Sent out separately

## **19F/146**

### **Multipay Card**

The current limit within any month for the Multipay card is £300. Recently we have had to purchase some office equipment which has exceeded this limit which has meant that staff have had to make large purchases and wait for reimbursement. Proposal to increase the monthly limit to £800.

## **19F/147**

The Parish Council monies are currently held in five bank accounts.

### **Looking at additional bank accounts**

RFO has researched several different banks for eligible accounts:

**TSB** cannot offer us any accounts as we are a Parish Council

**Aldermore Bank** cut me off 5 times trying to transfer me to the correct team for business banking, so I stopped trying to contact them. Limited information online

**Bank of Ireland** – Can only open account in branch and there are no branches left in the UK.

**Halifax** cannot offer us any accounts as we are a Parish Council.

**Nationwide Building Society** – We are eligible for a business savings account with instant access with 0.65% interest rate (paid annually or monthly). The only downside is they do not offer online banking (by post or email only).

**NatWest** – We are eligible for a Community Account, however there is no interest paid but it is flexible and online banking. (example of charges £0.35 for automated payments and £0.70 for cash or cheque payments) Monthly charge for account is £5.

**Insignis** – Since waiting for a call back from them.

**19F/148**

**Contracts** – See spreadsheet sent out separately

**19F/150**

**Dignity at Work Policy** – Sent out separately