

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 26<sup>th</sup> November 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 26<sup>th</sup> November**

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**19F/130. 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/131. 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/132. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 29<sup>th</sup> October 2019 be signed as a correct record.

**19F/133. 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/134. PHS invoice** - Consider whether to take legal advice over termination fee from PHS - RFO

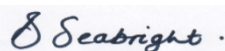
**19F/135. Consider donation/grant applications for 2020/21** – RFO

**19F/136. Budget planning** – consider likely income and Expenditure for 2020/21 - RFO

**19F/137. Matters for consideration at the next meeting**

**19F/138. Date of next meeting** –

**19F/139. Close of meeting** –

Seabright .

Debbie Seabright – RFO

19/11/19

Right Side Entrance, Community Centre

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

**19F/132. Finance, Legal and Administration Committee (FLAC) Minutes**

Meeting held in the Village Hall, Recreation ground, Cottenham on Tuesday 29<sup>th</sup> October 2019 at 7.30pm

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

**19F/115. Chairman's Introduction and Apologies for absence** – Cllr McCarthy (Absent)

**19F/116. To accept Declarations of Interest and Dispensations** – None given

**19F/117. Minutes** – Minor amend. Resolution that the minutes of the Finance Committee meeting held on Tuesday 24<sup>th</sup> September 2019 be signed as a correct record. **RESOLVED.**

**19F/118. Public Participation** – None present.

**19F/119. Review the Management Accounts for September 2019** — The committee were satisfied that the management accounts to the 30<sup>th</sup> September 2019 are an accurate record. It was note that there is an overall deficit of approximately £4000 in the first 6 months of the year because of some unexpected costs incurred in the first half of the year.

**19F/120. Review of the monthly bank reconciliation (to 30<sup>th</sup> September 2019)** – The committee were satisfied that the September bank reconciliation is an accurate record.

**19F/121. S106 developer contributions** – There are five s106 agreements published on the SCDC Planning portal for s106 Early Years contributions, four for s106 Indoor Facilities. four for s106 Outdoor Facilities, three for s106 Burial Grounds contributions and three for s106 Community Transport contributions. Each of the payments are index-linked from the agreement dates. Most anticipated payments are expected between 2019 and 2023.

**19F/122. Village Hall and Nursery project** – We have now secured a loan from the PWLB (Public Works Loan Board) towards the project. The committee reviewed the anticipated payments (which included input from the building company) and the timings for the project. Provision of 10K to replace oil tank and 50K for some finishing off work in the carpark also included. The income from s106 monies, interest and VAT refunds also reviewed. In September next year there is a cash flow issue for a brief period of time (approximately 3 months) due to a phasing issue. We have 73K in Other Reserve and 70K in Open Spaces which could be used during this time. The 70K could be used for the carpark. The second option is a short-term loan. The third discussion was to delay the project. To be taken to full council for further consideration.

**19F/123. Grant applications** – Deferred

**19F/124. Budget planning for 2020-2021** – Deferred

**19F/125. Purchase of Laptops for Clerk and Assistant Clerk (approx. costs £600-£800)** – The committee considered the purchase of two laptops as the current ones are not working properly and are damaged. The committee proposed that we purchase two laptops and decent bags for transportation. To recommend to full council.

**19F/126. Outsourcing of email transfers and maintenance package for website** – We have been quoted £25 for each email transfer and £350 annually for maintenance of the website – to recommend to full council that we employ Watch the Dot to do the email transfers and for annual maintenance package.

**19F/127. Matter for consideration at the next meeting –**

**VH and Nursery Financing**

**Donations and Grants**

**Budget Planning**

**19F/128. Date of next meeting** – TBC

**19F/129. Close of meeting** – 21.15

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

**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

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

COTTENHAM PARISH COUNCIL

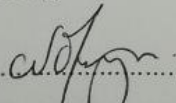
Application for Grant for Voluntary Organisations  
Local Government Act 1972, Section 137

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	FEN EDGE TWINNING ASSOCIATION
2.	Name, Address and Status of Contact	NATHALIE MORGAN Treasurer 60 LATIBS LANE COTTENHAM CB24 8TA
3.	Telephone Number of Contact	04952 260530/0954 252883
4.	Is the Organisation a Registered Charity?	Yes <input checked="" type="radio"/> No
5.	Amount of grant requested	£ 450 -
5.	For what purpose or project is the grant requested?	VISIT OF GUEST FROM AVELING IN MAY 2020: - HOSTING AT CHRIST COLLEGE 100 ANNIVERSARY - Ceilidh
6.	What will be the total cost of the above project?	£ 3,400.
7.	If the total cost of the project is more than the grant, how will the residue be financed?	- FETA ACCOUNTS + Other grants applications to Fen Edge villages.
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	in process of applying to other Fen Edge villages TOTAL of: £ 450 -
9.	Who will benefit from the project?	Families from Fen Edge villages
10.	Approximately how many of those who will benefit are parishioners?	over 30 people plus Cottenham facilities (CVC, ...)

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

Signed.....



Date.....

21.10.2019