

**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 noted 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 \_\_\_\_\_

