

AGENDA PACK
Finance, Legal and Administration committee
Thursday 30th April 2020

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

You are hereby summoned to attend a Finance Committee meeting

To be held via Zoom on Thursday 30th April 2020 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

20F/001. 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.*

20F/002. 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).*

20F/003. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 12th December 2019 be signed as a correct record.

20F/004. 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.

20F/005. Consider recommendations for an emergency budget reducing discretionary expenditure – Cllr Morris

20F/006. Consider acceptability of revised funding agreement offered by Cambridgeshire County Council as indemnity for s106 funds used against Nursery funding – Cllr Morris

20F/007. Assess contract risks against our risk register/Financial regulations – Cllr Bolitho

20F/008. Consider adopting the Dignity at Work policy – RFO

20F/009. Review of Internal Control Document - change of signatories – RFO

20F/010. Grant application from Cottenham Holiday Club – RFO

20F/011. Donation appeal letter from the Cogwheel trust - RFO

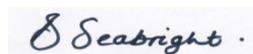
20F/012. Consider updating staff contracts to include new bereavement legislation– RFO/Clerk

20F/013. Consider emergency financial assistance to village volunteer groups helping vulnerable residents – Cllr Morris

20F/014. Matters for consideration at the next meeting

20F/015. Date of next meeting –

20F/016. Close of meeting –

 Debbie Seabright .

Debbie Seabright – RFO

23/04/20

Right Side Entrance, Community Centre

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

20F/003.



DRAFT Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held in the Village Hall, Recreation ground, Cottenham on Thursday 12th December 2019
at 7.30pm

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

19F/140. Chairman's Introduction and Apologies for absence – None

19F/141. To accept Declarations of Interest and Dispensations – None given

19F/142. Minutes – Minor amends. Resolution that the minutes of the Finance Committee meeting held on Tuesday 26th November 2019 be signed as a correct record. **RESOLVED.**

19F/143. Public Participation – None present.

19F/144. Bank Reconciliation (to the 30th November 2019) - Noted

19F/145. Management Accounts (to the 30th November 2019) – Noted

19F/146. Year-end account – Quote received from Green and Purple Ltd for completing our year-end accounts £700 + VAT increased from £600 (which had been held from 2014) £200 for the management accounts and £55 per month previously £50 (which had been held from 2015) for support for the RFO. Proposal to engage Green and Purple Ltd to do our year-end accounts - **RESOLVED**

19F/147. Multipay card – The RFO proposed increasing the monthly maximum limit to £800. Resolution to increase the monthly limit to £800 – **RESOLUTION FAILED**

19F/148. Review of bank accounts – The committee considered our current banking arrangements. The committee discussed our existing bank accounts and it was decided that the RFO will open one additional bank account.

19F/149. Review of Parish Council Contracts – The committee considered our current contracts and felt it would be a good idea to consider risk against our risk register at our next meeting.

19F/150. Capital Expenditure – Cllr Morris identified some potential capital projects e.g. Tennis provision, LED Floodlights and cricket net. FLAC discussed how we might allocate funds in the next financial year. FLAC recommends some funding to full council if the funds are available at the end October 2020.

19F/151. Financial Regulations – The committee discussed when we engage new suppliers, or when renewing contracts, particularly when paying up front, that certain due diligence processes take place to look at risk areas (Continuity risk, Financial risk, Data Security risk).

19F/152. Dignity at Work policy – We currently have a grievance policy & complaints policy which may cover aspects of this policy. To check that existing policies, incorporate the necessary components at the next FLAC meeting.

19F/153. Matter for consideration at the next meeting –

Management accounts

Bank reconciliation

Update on Baby Clinic unpaid invoice

Assess contracts risks against our risk register.

Review policies to see if Bullying/Harassment policy is covered elsewhere.

Financial position of VH and Nursery

19F/154. Date of next meeting – Tuesday 10th March 2020

19F/155. Close of meeting – 21.05

20F/005.

Consider recommendations for an emergency budget reducing discretionary expenditure

Since recommending a budget, subsequently adopted by CPC in January, Council has agreed several measures which will reduce income, possibly by as much as £25K in a single year.

As anticipated and approved in January, we will also be applying for an increase in our borrowing powers to facilitate a short-term loan to “bridge” delayed s106 contributions now that construction has resumed. It will help our case if we have taken steps to trim discretionary spending from our plans this year.

Separately, I’ll send a revised “5-year spending profile” as a basis of some possibilities.

20F/006.

Consider acceptability of revised funding agreement offered by Cambridgeshire County Council as indemnity for s106 funds used against Nursery funding

For some time, we have been negotiating a formal Funding Agreement to underpin the County Council’s agreement in principle to transfer s106 Early Years contributions towards the cost of construction for our Nursery. The risks were initially quite one-sided but have, with help from King & Co and the County team, been redressed somewhat.

The fifth version of the text is now back with King & Co and, in my opinion, something we could live with.

Getting the agreement in place soon will help with our project cash-flow almost immediately (about £300K from Racecourse View and Bellway and a similar amount shortly from Persimmon and Redrow as they start work) so we should not risk too much additional delay.

20F/007

Risk Register/Financial Regulations – Sent out separately

20F/008.

Dignity at Work Policy – Sent out separately

Clerk and RFO did look through all our existing policies and this policy is not covered elsewhere.

20F/009.

Internal Controls Document

Legislation

Regulation 4 of Accounts and Audit Regulation (2003) required audited bodies to conduct a review at least once a year and publish a statement on internal control (statement of assurance) each year with the financial statements. The amended regulations in 2006 came into force 1 April 2006. Two of the amendments have an impact on process for preparing the annual statement of assurance. Regulation 4 requires findings of the review of the system of internal control to be considered by a committee of the body, or members of the body meeting as a whole. Regulation 6 requires bodies to review the effectiveness of their system of internal audit once a year and for the findings of the review to be considered by a committee of the body, or by the body as a whole, as part of consideration of the system of internal control referred to above (Reg 4). Taken together these amendments necessitated a revision of the guidance issued.

Single document covering Internal Controls

Two members of staff are involved in the finance arrangements for Cottenham Parish Council

- Responsible Finance Office (RFO) & Clerk

We have a Finance committee (FLAC) which meets on a monthly basis (except for August)

Receipts

(Financial Regulations (FRs) 9.1)

Precept payments and VAT refunds are received via BACS system direct to Bank account. The Precept is received in April and September and the VAT on a monthly basis.

Payments received for recreation ground facilities, pavilion hire and related income, village green hire or grants are paid in to the relevant bank account by BACS, Cheques (by post), or Cash.

Expenditure and Payments

(Financial Regulations 5.1/5.2)

Internet banking

- BACS payments are processed by the RFO and reported to Full Council.
- Once BACS are verified at the Full Council meeting, two signatories will authorise payment via Unity Trust Bank online and the invoice for each payment should be initialled.
- Cheques are drawn up against invoices and recorded electronically. Two signatories are required for each cheque, the invoice should be initialled.
- Standing orders and Direct Debit mandates are signed by two signatories.
- VAT payments are accounted for separately
- Section 137 spending is accounted for separately.

Payroll/Pensions

(FRs 7.1/7.2)

Cottenham Parish Council have employed a company to carry out our payroll and pension arrangements. The staff have pensions with Legal and General. The RFO informs the payroll company of any additional hours carried out by staff. The pay to employees/Tax and National Insurance/Pension is verified at the Full council meeting and payment for staff is arranged for the last day of the month and Tax, National Insurance and Pension on the appropriate dates.

Signatories

Signatories list attached to this document (**Appendix 1**)

All current accounts are any two signatories to sign. Clerk and RFO are NOT signatories Triodos (pending) – any three signatories to sign (RFO can act as signatory on this account)

Multipay card – Clerk, Assistant Clerk & RFO have access to a Multipay card, with a £300 a month limit. PIN numbers held by cardholders only. Monthly fee of £3 applies.

Responsibilities and Delegations

The clerk is the Proper Officer and we have employed a Responsible Financial Officer for the Parish Councils, as defined in the Local Government Act 1972.

Delegations policies exist for delegating financial decisions to clerk/RFO/Committees/working parties in certain circumstances and as stated within Financial Regulations

Accounts:

Current accounts:

- Select account with Unity Trust Bank (9 Brindley place, Birmingham, B1 2HB) – Opened March 2017
- Unity Trust Project Account – for VH and Nursery project – Opened 2019

Savings accounts:

Unity Trust deposit account – Opened March 2017

Cambridge Building Society – Opened December 2011

Triodos – Opened 19th June 2019

Nationwide Building Society – Opened January 2020

End of year

(FRs 2.3/2.4)

The RFO with support from our accountant will prepare all end of year figures and Audit for the parish council. This will be reported to both FLAC and Full council.

Internal audit

(FRs 2.4/2.6)

The current Internal auditor is Heelis and Lodge who visits once a year to carry out our internal audit. Our external auditor is PKF Littlejohn.

Financial statements

Monthly reports/Management accounts provided at FLAC and Full council meetings.

Monthly bank reconciliations made to all accounts by RFO and checked by named parish councillor and reviewed at FLAC and Full council (FR 2.2)

Standing orders and Financial regulations

Reviewed annually

Model code of conduct

July 2012

Amended 2015

Review annually.

Role of Finance Legal & Administration Committee

See Terms of Reference - (To be up-dated as changes occur, and reviewed by Finance Legal & Administration Committee)

APPENDIX 1

SIGNATORIES as at March 2020

CBS – Cllrs Morris, Ward, Young, Bolitho

Unity Trust (3 accounts) – Cllrs Morris, Ward, Young, Bolitho, Collinson

Triodos – Cllrs Morris, Ward, Young, Bolitho, Collinson, RFO

Nationwide Building Society – Cllrs Morris, Ward, Young, Bolitho, Collinson

Approved at FLAC Date: March 29th, 2019 Item:19F/043

20F/010.

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 Holiday Club
2.	Name, Address and Status of Contact	Rebecca Bell 20 Pelham Way Cottenham CB24 8TQ Core Team Leader
3.	Telephone Number of Contact	0771 2646400
4.	Is the Organisation a Registered Charity?	No
5.	Amount of grant requested	£300
5.	For what purpose or project is the grant requested?	Holiday Club run by Christians together in Cottenham
6.	What will be the total cost of the above project?	£ 1200
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Parental donations, donation from the feast parade and church donation
8.	Have you applied for grant for the same project to another organisation?	No
9.	Who will benefit from the project?	160 primary children that will attend for 5 mornings 9.30-12.30pm 30 young helpers – aged 11-18 who help run the event
10.	Approximately how many of those who will benefit are parishioners?	95 %

20F/011.

Letter from Cogwheel Trust

Supporting affordable local mental health counselling for your village residents

The Cogwheel Trust is a Cambridge-based charity that has provided affordable mental health support to many thousands of people over its 32-year existence

The current Covid-19 emergency situation is having a huge detrimental impact on Cogwheel's finances and the charity is likely to run out of money by the early Autumn, when we expect there to be a huge increase in the need for counselling help. We really do need some help now please so that we are not forced to close down. Cogwheel receives no NHS funding.

The charity provides over 5000 sessions annually to about 500 people. In 2019 this included seven people living in Cottenham, so over the past 30+ years a significant number of village residents will have benefited from the service that Cogwheel provides.

Before the start of the crisis Cogwheel was providing 120 weekly face-to-face sessions at its Cambridge premises and in satellite services in Sawston and Ely. Our service has since totally moved to online counselling and about 50 sessions per week are now being provided. Not all counsellors can provide online counselling and for some clients it is not suitable. We currently have over 100 on our waiting list and we are expecting many more will want counselling after the end of the lockdown period.

Clients receiving counselling make affordable contributions based on their income - the minimum contribution is £10 per session (private counselling sessions cost £50/ £60).

The net cost of Counselling at Cogwheel is about £20 per session and each person receives on average 11 sessions, costing the organisation £220. If Cottenham Parish Council could consider helping us to meet this cost for the seven village residents who received counselling in 2019 it would be hugely appreciated.

Yours sincerely



Jane Whitten
Community Fundraiser

20F/012.

Updating Staff Contracts

The UK government has announced that **April 2020** will see the implementation of new legislation providing two weeks of paid leave for working parents who suffer the loss of a child, known as Jacks Law.

<https://www.gov.uk/government/news/uk-set-to-introduce-jacks-law-new-legal-right-to-paid-parental-bereavement-leave>

20F/013.

Consider emergency financial assistance to village volunteer groups helping vulnerable residents

As yet, CPC has only offered direct assistance to Cambridge Kids Club and Ladybird Pre-School but there will be some lost income from sports clubs later in the year.

Now it looks as if some form of lockdown will continue for several quarters, we may get requests for financial help from locally based groups which may run beyond the scope of the Cottenham Chest.

Are there some generic “ground-rules” we should recommend CPC puts in place?

