

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

Meeting held via Zoom on Thursday 30<sup>th</sup> April 2020 at 7.30pm

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

**20F/001. Chairman's Introduction and Apologies for absence** – Cllr McCarthy (Absent)

**20F/002. To accept Declarations of Interest and Dispensations** – None given

**20F/003. Minutes** – Minor amends. Resolution that the minutes of the Finance Committee meeting held on Tuesday 12<sup>th</sup> December 2019 be signed as a correct record. **RESOLVED.**

**20F/004. Public Participation** – None present.

**20F/005. Consider recommendation for an emergency budget reducing discretionary expenditure** – At the last full Council meeting it was agreed for a working party to look at our user partners situations and to look at how we could assist them financially. Ladybirds and Cambridge Kids Club were both given a three-month rent break and the sports clubs will be invoiced according to actual use at the end of their seasons. The Committee also discussed the delay to the Village Hall and Nursery opening due to the recent break in building works and the possible loss of revenue as a result. Cllr Morris met with Anthony Browne our local MP to discuss amongst other things loss of income and the expectation is that when local Councils receive support funds from the government then a proportion of this should be filtered down to Parish Councils as explicitly included in the MHCLG reply to our MP's question in the House of Commons. Cllr Tim Jones joined the meeting at 19.56. The committee then identified a number of possible discretionary savings from our budget (members expenses, postage, office stationary, legal fees, insurance & professional fees) to help the Council manage the loss of income due to rent reductions to its partners and the 2 to 3 month delay in the Village Hall and Nursery Projects in light of COVID-19. This is to be taken to full council. As anticipated and approved in January we do have the option to apply for an increase in our borrowing powers to facilitate a short-term loan to 'bridge' delayed s106 contributions (an approximate 4-month delay is anticipated currently). A 5-year spending profile was also discussed. It was agreed that the council must keep track of the current unstable situation through FLAC and Full Council meetings.

**20F/006. Consider acceptability of revised funding agreement offered by Cambridgeshire County Council as indemnity for s106 funds used against Nursery funding** – the Parish Council have been negotiating a formal Funding Agreement to underpin Cambridgeshire County Council's agreement in principle to transfer s106 Early Years contributions towards the cost of construction for our Nursery. There have been five versions. The current version of the agreement is now back from King and Co and is looking satisfactory. Getting the agreement in place soon should help with our project cash-flow. Proposal that FLAC recommends the most recent revision to Full Council - **APPROVED**

**20F/007. Assess contract risks against our risk register/Financial regulations** – the Committee looked at relevant sections in our financial regulations PM 5 – Serious loss of income, SCP 1 - Loss of Client Contracts, CPA 5 - Failure of computer software and discussed the current control measures. It was agreed that current measures were adequate for our needs, but that further consideration should be given to the risk of substantial deferment of precept income and how we might manage this. It was agreed that the £100K in a reserve for this purpose was sufficient for now but we should continue to monitor.

**20F/008. Consider adopting the Dignity at Work policy** – the Committee considered the Dignity at Work policy and in its current form it was felt to be too lengthy and may overlap with other adopted policies. The Committee were keen to include thresholds, levels of escalations and the impact on the individual within the document. RFO will redraft the document and bring back to the next meeting.

**20F/009. Review of internal Control Document** – the Committee reviewed the document and the change of signatories is noted. The signatory list should be included in the Reports Pack for the May Council meeting

**20F/010. Grant application from Cottenham Holiday Club** – The Committee considered the application for £300 towards the cost of running the Cottenham Holiday Club this coming year. In light of the current situation and the uncertainty around the club running this year the recommendation from FLAC was to defer the decision until we have more information.

**20F/011. Donation appeal letter from the Cogwheel Trust** – the Committee considered the letter from the Cogwheel trust and although all felt this a worthy cause decided against a grant because the organisation is not local and the request for money was retrospective which does not meet our criteria.

**20F/012. Consider updating staff contracts to include new bereavement legislation** – From April this year the UK government has announced 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. The Committee agreed that this should be included in the staff contracts. There was also some discussion about ‘death in service’ or ‘incapacity’ which might be considered. Cllr Morris agreed to update staff contracts.

**20F/013. Consider emergency financial assistance to village volunteer groups helping vulnerable residents** CPC has offered direct assistance to Cambridge Kids Club and Ladybird Pre-school but there will also be some lost income from sports clubs later in the year. It is possible we may get requests for financial help from locally based groups which may run beyond the scope of the Cottenham Chest. The committee agreed to make Cottenham Chest resources available for local support/vulnerable groups or individuals.

**20F/014. Matter for consideration at the next meeting** –  
Consider frequency of FLAC meetings

**20F/015. Date of next meeting** – TBA

**20F/016. Close of meeting** – 21.33

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