

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 (Cancelled due to Covid 19)

19F/155. Close of meeting – 21.05

Signed _____ (Chair) Date _____