

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 23<sup>rd</sup> June 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 Tuesday 23<sup>rd</sup> June 2020 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**20F/017. 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/018. 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/019. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 30<sup>th</sup> April 2020 be signed as a correct record.

**20F/020. Public Participation – \* This meeting will be held virtually using Zoom software; members of the press or public wishing to submit questions, should contact the Clerk by 3pm on 22<sup>nd</sup> June.** *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/021. Management Accounts (to 31<sup>st</sup> May 2020) - RFO**

**20F/022. Bank Reconciliation (to 31<sup>st</sup> May 2020) – RFO**

**20F/023. Consider Introduction of a booking system for the recreation ground tennis courts - Cllr Hewitt**

**20F/024. Consider a temporary partnership agreement with Cottenham Tennis Club for the non-exclusive use of the two grass tennis courts on the Recreation Ground - Cllr Hewitt**

**20F/025. To review our EOY accounts – Cllr Morris**

**20F/026. Consider frequency of FLAC meetings – Cllr Bolitho**

**20F/027. Village Hall and Nursery finance review – Cllr Morris**

**20F/028. Consider risks of continued pavilion/portacabin operation during COVID – Cllr Morris**

**20F/029. Dignity at Work policy – RFO**

**20F/030. Matters for consideration at the next meeting**

**20F/031. Date of next meeting – Tuesday 29<sup>th</sup> September 2020**

**20F/032. Close of meeting –**

 Seabright .

For public participation requests please contact Debbie Seabright

16/06/20

Right Side Entrance, Community Centre

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20F/019.

**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 includes 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

## 20F/021.

### Management Accounts – Sent out separately

## 20F/022.

### Bank reconciliation May 2020

### Reviewed by RFO and Cllr McCarthy on 10<sup>th</sup> June 2020

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£1,766,332.79	Bank account 1 (CBS)
£296,283.03	Bank account 2 (UT Current)
£157,862.80	Bank account 3 (UT Deposit)
£311,389.57	Bank account 4 (UT Project)
£100,314.56	Bank account 5 (Triodos)
£100,097.95	Bank account 6 (Nationwide)
<b>£2,732,280.70</b>	<b>Total Cash at Bank (as of the 31<sup>st</sup> May 2020)</b>

## 20F/023.

### Booking system for the recreation ground tennis courts – Cllr Hewitt

With the relaxation in Covid 19 rules, certain outside sport is now allowed including tennis. Unlike other pitches on the recreation ground no formal booking arrangement is in place for the two grass courts by the new sports pavilion. Currently the pass code for the tennis court security lock is given out to anybody who contacts the Clerk, although the code is changed once a month.

The tennis courts have become incredibly busy and anecdotal evidence (observations by Cllr Hewitt) have indicated that there have been a number of occasions when people have arrived to use the tennis courts only to find them already occupied. There is also currently no time limit for how long the tennis courts can be occupied for.

The proposal would be to introduce a formal booking system for each of the two tennis courts based on 1 hour booking slots and this would include, the introduction of a set of standard terms and conditions based on the LTA recommended proforma agreement for the use of public tennis courts. The terms and conditions would be posted on the CPC website. The courts would continue to be free for public use. Terms and conditions and booking management to be agreed by CALF Chair and the Clerk.

The current pitch booking system is manual with any bookings being posted using an excel spreadsheet linked to the CPC website to show availability. The current booking system occupies a poor use of the Clerks time and the current availability spreadsheet is not well suited for booking the proposed 1-hour slots for the tennis courts. The LTA operate an online booking system called Clubspark, which is free to use, provided no charges are taken for the use of the courts. The Clubspark website can be made available through the Cottenham Tennis Club and the CPC Clerk can be made an administrator so that CPC retain control of the court bookings.

**Proposal**

It is proposed to introduce a formal booking system, for each of the two tennis courts at the recreation ground and the introduction of a set of standard terms and conditions which users must abide by. Terms and conditions and booking management to be agreed by CALF Chair and the Clerk.

**Proposal**

It is proposed that CPC make use of the Clubspark online booking system for the Rec Ground Tennis Courts. Terms and conditions and operation to be agreed by the Clerk.

**20F/024.****Temporary partnership agreement with Cottenham Tennis Club for the non-exclusive use of the two grass tennis courts on the Recreation Ground – Cllr Hewitt**

Historically Cottenham Tennis Club (CTC) have operated at CVC (Cottenham Village College) making use of the floodlit hard courts. However, due to Covid 19 access to all CVC facilities has currently been barred. Cottenham Tennis Club have approached CPC to make use of the two grass courts on the recreation ground during this year's summer months (whilst light permits) for matches and coaching through a non-exclusive priority access agreement in line with those already agreed between CPC and the Cricket Club, CUFC, Colts Football, Rugby Club and the Cottenham Skate Club. A copy of the proposed Partnership Agreement, which is based on the wording of previous agreements, is included in this pack (see below). CTC propose to make use of the court for a for a social club evening once a week and coaching at the weekend. CTC are prepared to pay for the non-exclusive priority access agreement based on an agreed hourly court hire rate in line with the currently agreed pitch hire rates. Members of the public would be welcome to come to these events through CTC. Terms and conditions and financial agreement to be agreed between CTC and CALF Chair, the Clerk and the RFO.

**Proposal**

It is proposed that for this summer season (June to September 2020) CPC enter into a non-exclusive priority access Partnership Agreement with CTC for use of the two recreation ground grass tennis courts. Terms, condition, and financial contribution to be agreed with CALF Chair, the Clerk and the RFO.

**Partnership Agreement**

**PARTNERSHIP AGREEMENT**

between

**Cottenham Parish Council**

and

**Cottenham Tennis Club**

for the use of the

**King George V Playing Field Tennis Courts**

Cottenham Parish Council provides and maintains certain sports facilities on the Main Recreation Ground, including land known as the King George V Playing Field.

Due to the current Covid 19 pandemic and the exceptional conditions which are now in place Cottenham Parish Council permits the Partner non-exclusive priority access to the two grass tennis courts on the Main Recreation Ground and if circumstances permit, certain facilities in the Cottenham Sports Pavilion and associated parking spaces.

The agreement constitutes permission to use the two recreation ground grass tennis courts only and confers no tenancy or other right of occupation. Any damage is to be reported to the Clerk.

In recognition of the intention by both parties to maintain this association in the future, this agreement can be used as a template for future years.

Charges and terms will be assessed and agreed with the Clerk and RFO.

Signed

Signed

Name

Name

Position

Position

For Cottenham Parish Council

For Cottenham Tennis Club

Date

Date

**20F/025.**

**EOY accounts – Sent out separately**

**20F/027.**

**Village Hall and Nursery finance review – Sent out separately**

**20F/028.**

**Pavilion / Portakabin operation during COVID-19 measures.**

The pavilion can be considered in two parts which share a public access corridor. All doors and windows are normally protected by roller shutters, some of which must be open for safe occupation of the building.

- The suite of 4 Changing Rooms, Showers and Toilets plus two smaller Officials Changing Rooms, showers etc. These are primarily accessed via the “tunnel” with an emergency exit accessible at the other end of the tunnel.
- The Club Room/Kitchen/toilets complex normally accessed by the side door with a double door acting as an Emergency Exit from the Club Room.

There is also a temporary adjacent Portakabin with a single entrance.

The Changing Rooms are currently out of use due to COVID-19 and Pete our part-time Caretaker, has been undertaking a deep clean during this time.

The Club Room / Kitchen/ Toilets and Portakabin have been used until recently by Cambridge Kids Club which had two or more children of critical shift workers in their “wrap-around” care when they were not attending the Primary School.

Kids Club were given ambiguous advice that they had to close when the Primary School re-opened. Follow-ups with our MP and DfE have exposed that advice as wrong. The children have, meanwhile been looked after elsewhere.

Our Sports Clubs are looking to resume in some way over the coming months. However HMG advice currently is that pavilions can only be used for elite sports – possibly because of the grants then available to make the temporary changes to minimise risks (no communal showers, fewer toilets/ washbasins, fewer users per room plus increase frequency of thorough cleansing of the rooms). The kitchen could possibly be used, with limited access and careful cleaning and suitable food-handling precautions, by one or two servers – exclusively as a Tuck Shop”.

The “toilet corridor” might be opened (the end doors can be locked to isolate it) but would need a “public toilet” cleansing regime added at extra costs if/ when allowed.

The Club Room/Kitchen/Toilet complex might be used for a small meeting but would need thorough additional cleaning in between uses.

The Portakabin has no viable standalone uses, although it could form a socially distanced Meeting Room supported by the pavilion Toilets. If appropriate cleaning measures were introduced between uses.

**Recommendation**

**Apart from possible re-use by Cambridge Kids Club to support children of critical shift workers, there seems no justification to incur the additional cleaning regime to make these facilities available when allowed.**

