

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Thursday 12<sup>th</sup> November 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 12<sup>th</sup> November

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**20F/058. 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/059. 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/060. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 27<sup>th</sup> October 2020 be signed as a correct record.

**20F/061. 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 11<sup>th</sup> November.** *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/062. Management Accounts (to 31<sup>st</sup> October 2020)** - RFO

**20F/063. Bank Reconciliation (to 31<sup>st</sup> October 2020)** – RFO

**20F/064. Village Hall and Nursery cash flow** – Cllr Morris

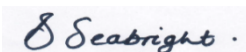
**20F/065. Budget planning 21-22 - consider likely income/expenditure/capital projects** - RFO

**20F/066. Matters for consideration at the next meeting**

Budget Planning

**20F/067. Date of next meeting** -

**20F/068. Close of meeting** –

 Debbie Seabright

For public participation requests please contact Debbie Seabright

05/11/20

Right Side Entrance, Community Centre

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20F/060.

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

Meeting held via Zoom on Tuesday 27<sup>th</sup> October 2020

**Present:** Cllrs Bolitho, Collinson, Morris (Chair), Young & RFO

**20F/045. Chairman's Introduction and Apologies for absence** – Cllr McCarthy (Absent), Cllr Jones (Personal), Cllr Smith (Absent)

**20F/046. To accept Declarations of Interest and Dispensations** – None given

**20F/047. Minutes** – Resolution that the minutes of the Finance Committee meeting held on Tuesday 29<sup>th</sup> September 2020 be signed as a correct record. **RESOLVED.**

**20F/048. Public Participation** – One member of the public present regarding item 20F/049.

**20F/049. Older Persons Care Coordinator** – Cllr Ward spoke about how she is in the early stages of exploring the role of an Older Persons' Coordinator for Cottenham such as Histon & Impington have. The aim of the coordinator is helping older residents live independently for longer, improving quality of life and supporting families of older residents. Nigel Bolitho arrived at the meeting. She has been looking at funding possibilities to employ a skilled support worker from a specialist charity (Care Network Cambridgeshire) for approximately 15 hours per week to work with Cottenham residents. Some of the funding possibilities are Age UK, Cambridgeshire Community Forum, Covid emergency funds (if any remain next year), Cottenham Parish Council and Cottenham Charities. This is still very much in the planning stages, but Cllr Ward is hoping that Cottenham Parish Council might consider budgeting approximately 5k towards this venture. The committee whilst seeing the value in the project felt that a more detailed proposal was needed for presentation at the full council. The committee felt that a grant could be applied for later when the project investigation is further along.

**20F/050. Management Accounts (to 30<sup>th</sup> September 2020)** – A few small queries relating to budget lines. Agreement that the accrual in the balance sheet for £43,720 should not show here as this pertains to interest already paid on our loan. The committee were satisfied that the management accounts are an accurate record.

**20F/051. Bank Reconciliation (to 30<sup>th</sup> September 2020)** - The RFO completed a bank reconciliation. The committee were satisfied that the bank reconciliation is an accurate record.

**20F/052. Village Hall and Nursery finance review** – the committee looked at project pack 9 which detailed where we are with the project. Cash flow slightly slower (approximately 5 weeks behind), costs are as expected. Application for additional borrowing has been submitted for the projected shortfall. The committee requested an updated cash flow report for the next FLAC meeting on the 12<sup>th</sup> November.

**20F/053. Budget planning 21-22** – consider grant applications – The following grant applications were discussed. Cottenham Mobile Warden Scheme have requested a grant of £800 towards their running costs for the 16 members currently using the service, the committee assessed the application to be technically compliant. Cambridgeshire Search and Rescue have requested a grant of £300 towards the purchase of three hand-held thermal imaging cameras to enhance their service, the committee assessed the application to be

technically compliant. Cottenham Community Centre have requested a grant for £1200 to support an upgrade of heating provision to main hall which is required to support the enhanced ventilation requirements necessary under Covid secure guidance, the committee assessed the application to be technically compliant. These applications will be taken to full council for final decision.

**20F/054. Budget planning 21-22 - consider likely income/expenditure** – The committee continued the process of looking at our expected income and expenditure for the next financial year (April 1st, 2021 to March 31<sup>st</sup>, 2022). Tax base for 21-22 is 2,434.0

**20F/055. Matter for consideration at the next meeting –**

Village Hall and Nursery Project cash flow report

Budget planning and priority spending.

**20F/056. Date of next meeting** – Thursday 12<sup>th</sup> November

**20F/057. Close of meeting – 21.09pm**

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

**20F/062.**

**Management Accounts – Sent out separately**

**20F/063.**

**Bank reconciliation October 2020**

**Reviewed by RFO**