

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 27<sup>th</sup> October 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 27<sup>th</sup> October 2020 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**20F/045. 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/046. 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/047. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 29<sup>th</sup> September 2020 be signed as a correct record.

**20F/048. 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**

**26<sup>th</sup> October.** *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/049. Management Accounts (to 30<sup>th</sup> September 2020)** - RFO

**20F/050. Bank Reconciliation (to 30<sup>th</sup> September 2020)** – RFO

**20F/051. Village Hall and Nursery finance review** – Cllr Morris

**20F/052. Budget planning 21-22 - consider grant applications** - RFO

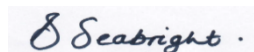
**20F/053. Budget planning 21-22 - consider likely income/expenditure** - RFO

**20F/054. Matters for consideration at the next meeting**

Budget Planning

**20F/055. Date of next meeting** – Thursday 12<sup>th</sup> November

**20F/056. Close of meeting** –



For public participation requests please contact Debbie Seabright

20/10/20

Right Side Entrance, Community Centre

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

20F/047.



**DRAFT Finance, Legal and Administration Committee (FLAC) Minutes**  
Meeting held via Zoom on Tuesday 29<sup>th</sup> September 2020

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

**In attendance:** No members of the public

**20F/033. Chairman's Introduction and Apologies for absence** – Cllr McCarthy (Personal), Cllr Young (Personal) & Cllr Smith (Absent)

**20F/034. To accept Declarations of Interest and Dispensations** – None given

**20F/035. Minutes** –Resolution that the minutes of the Finance Committee meeting held on Tuesday 23<sup>rd</sup> June 2020 be signed as a correct record. **RESOLVED.**

**20F/036. Public Participation** – No Public present

**20F/037. Management Accounts (to 31<sup>st</sup> August 2020)** – The committee were satisfied that the management accounts are an accurate record.

**20F/038. Bank Reconciliation (to 31<sup>st</sup> August 2020)** - The RFO completed a bank reconciliation. The committee were satisfied that the bank reconciliation is accurate record.

**20F/039. Village Hall and Nursery finance review** – Our quantity surveyors view is that the project is currently within the approved budget. There are some late corrections, resurfacing work on the Car Park were unsatisfactory, requiring additional work. Car Park lighting has had to be upgraded at insistence of Building Control. We have to fit a Fire Access Road to the Nursery at insistence of Fire Service and we need to consider the controlled gates at the entrance.

There is a supplementary contingency budget to cover the fittings and furniture for when the building is complete. Following COVID-19 shutdowns, our income is less than we expected, although we have now received a £10K HMG relief grant. SEH French progress on the contract is around 5 weeks behind schedule so our outgoings have been a little less than expected to date. Our s106 receipts, which we had expected would close the gap are also slower than hoped, generally due to slower than expected developer building work and occupations. It is likely that we will run out of cash in the next few months as anticipated earlier this year (in resolution 20/010), when the council agreed to apply to MHCLG for increased borrowing rights if required. Cllr Morris has explored the potential to apply temporarily other cash resources we have so as to avoid additional external borrowing, he has begun the next step towards getting MHCLG permission to borrow more over a short period if needed and had informal conversations with SEH French re delaying invoice payments (with an agreed interest charge) whilst waiting for s106 receipts. The council are continuing to closely monitor and refine the estimated shortfall and keep the project on track over the next few months. The Nursery should begin to generate significant net income from April 2021 and The Hall could begin to generate significant net income from July 2021.

**20F/040. Electricity contract for Street lighting** – Deferred as information not available

**20F/041. Budget planning 21-22 - consider likely income/expenditure** – The committee

started the process of looking at our expected income and expenditure for the next financial year (April 1<sup>st</sup> 2021 to March 31<sup>st</sup> 2022). RFO to obtain information on our tax base for the coming year.

**20F/042. Matter for consideration at the next meeting –**

Budget planning including consideration of any grant applications received.

Village Hall and Nursery Project

**20F/043. Date of next meeting – Tuesday 27<sup>th</sup> October 2020**

**20F/044. Close of meeting – 9.40pm**

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

**20F/049.**

**Management Accounts – Sent out separately**

**20F/050.**

**Bank reconciliation September 2020**

**Reviewed by RFO**

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