

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 29<sup>th</sup> September 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 29<sup>th</sup> September 2020 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**20F/033. 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/034. 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/035. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 23<sup>rd</sup> June 2020 be signed as a correct record.

**20F/036. 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 28<sup>th</sup> September.** *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/037. Management Accounts (to 31<sup>st</sup> August 2020) - RFO**

**20F/038. Bank Reconciliation (to 31<sup>st</sup> August 2020) – RFO**

**20F/039. Village Hall and Nursery finance review – Cllr Morris**

**20F/040. Electricity contract for the street lighting – RFO**

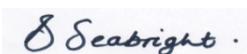
**20F/041. Budget planning 21-22, consider likely income/expenditure - RFO**

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

Budget Planning

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

**20F/044. Close of meeting –**

 Debbie Seabright

For public participation requests please contact Debbie Seabright

22/09/20

Right Side Entrance, Community Centre

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

20F/035.



**DRAFT Finance, Legal and Administration Committee (FLAC) Minutes**  
Meeting held via Zoom on Tuesday 23<sup>rd</sup> June 2020 at 7.30pm

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

**In attendance:** 4 members of the public and Cllr Hewitt

- 20F/017. Chairman’s Introduction and Apologies for absence** – Cllr McCarthy (Absent)
- 20F/018. To accept Declarations of Interest and Dispensations** – None given
- 20F/019. Minutes** –Resolution that the minutes of the Finance Committee meeting held on Thursday 30<sup>th</sup> April 2020 be signed as a correct record. **RESOLVED.**
- 20F/020. Public Participation** – No comment at this stage. Residents were interested in items 20F/023 and 20F/024 (Tennis booking and provision).
- 20F/021. Management Accounts (to 31<sup>st</sup> May 2020)** – under Village Hall bookings the figure of £8385 needs to be moved as this is a S106 payment; under defibrillator costs the figure of £135 needs to be moved as this is a maintenance cost and not a capital cost. The S106 off-site sport contribution needs to show in its own reserve in the balance sheet. Request from some members of the committee that there is more explanation of the payments made from the Hall/Nursery fund. With these amendments the committee were satisfied that the management accounts are an accurate record.
- 20F/022. Bank Reconciliation (to 31<sup>st</sup> May 2020)** - The RFO and Cllr McCarthy completed a bank reconciliation earlier on in the month (10<sup>th</sup> June 2020). The committee were satisfied that the bank reconciliation is an accurate record.
- 20F/023. Consider introduction of a booking system for the recreation ground tennis courts** - 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 sports pavilion. Currently the pass code for the tennis court security lock is given out to anybody who contacts the Clerk and the code is changed once a month. The tennis courts have become incredibly busy and anecdotal evidence indicates that there have been several 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. Discussion regarding whether to introduce a formal booking system for the courts based on one hour booking slots, and the introduction of a set of standard terms and conditions based on the Lawn Tennis Association (LTA) recommended proforma agreement for the use of public tennis courts, with the terms and conditions posted on the CPC website. 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 spreadsheet is not well suited for booking the proposed one-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. Resolution to introduce a formal booking system, for the two tennis courts at the recreation ground and the introduction of a set of standard terms and conditions which users must abide by – **RESOLVED**. A further resolution is 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 – **RESOLVED**.

- 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 ran through the background. 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. CTC are asking to make use of the court 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. Resolution 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 - **RESOLVED**
- 20F/029. Dignity at work policy** – request that this item was brought forward as the Clerk had to leave the meeting early. The RFO had suggested some amendments to the template document and the committee were generally supportive of the amendments. RFO to tidy up the document and the item to be placed on the next full council agenda. The Clerk left the meeting at 8.35pm.
- 20F/025. Review of End of Year accounts** – the committee considered the year end accounts produced by the RFO, Chair and accountant and were satisfied that they are a correct record. They are now with our internal auditor for comment.
- 20F/026. Consider frequency of FLAC meetings** – the committee considered the frequency of FLAC meetings because of the Village Hall and Nursery project. It was decided to call an extra-ordinary meeting in a month's time to review the project costs and consider the ongoing need for FLAC meetings at this point.
- 20F/027. Village Hall and Nursery finance review** – Cllr Morris reported that the project was a few weeks behind in light of Coronavirus, but all parties are happy with current progress. There is a project meeting tomorrow where the members will start to look at the variations by comparing the provisional sums allocated to items against any adjustments. The accountants and Quantity Surveyor have said that they believe this process to be generally on track. Cllr Collinson left the meeting at 9.05pm.

**20F/028. Consider risks of continued pavilion/portacabin operation during COVID** – Kids club were using the pavilion club room and portacabin until a few weeks ago, they have now closed. Currently no-one is using either building. The committee decided to continue to keep both the pavilion and portacabin closed due to the responsibilities around daily deep cleans and the increased costs and resources that this would incur.

**20F/030. Matter for consideration at the next meeting** – Village Hall and Nursery Project

**20F/031. Date of next meeting** -

**20F/032. Close of meeting** – 9.16pm

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

Date \_\_\_\_\_

**20F/037.**

**Management Accounts – Sent out separately**

**20F/038.**

**Bank reconciliation August 2020**

**Reviewed by RFO**

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

In summary:

£1,066,307.79	Bank account 1 CBS
£50,097.95	Bank account 2 UT current
£48,020.23	Bank account 3 UT deposit
£50,410.48	Bank account 4 Triodos
£50,097.95	Bank account 5 Nationwide
£874,111.10	Bank account 6 UT Project
<b>£2,296,466.73</b>	<b>Total Cash at Bank (as of the 31<sup>st</sup> August 2020)</b>
- £4522.90	Creditors
+ £2453.64	Debtors
£2,294,397.47	Net balance on bank reconciliation

Minus VAT owing £57,824

Minus Accruals £43,720

Minus PAYE: £867.00

**Net assets: £2,191,986.47**

**Debtors**

- Colts Football Club (20/07/20) - £1993.20 (have prompted)
- BB Fitness (31/07/20 & 31/08/20) - £119.94 (paid in September)
- Strive Outdoor Fitness ((31/08/20) - £144.00
- Reach Your Potential Fitness (31/08/20) - £24.00

**TOTAL £2453.64**

**Creditors**

- AK King - £4243.20 (Monthly contract and extra work) 24/08/20
- Backstop Ltd - £60.00 (Accountancy Support)
- BCS - £42 (Payroll Processing) 31/07/20
- RFO - £10.90 (Sim card for Pavilion) 01/08/20
- Green and Purple - £30 (VAT submission) 01/08/20
- Shred Station - £52.80 (Blue bin collection)
- SLCC - £84.00 (Two webinar sessions)

**TOTAL £4522.90**

**20F/039. Village Hall and Nursery finance review** – Sent out separately

**20F/040. Electricity contract for the street lighting** – Still awaiting quotes from energy brokers LSI