

**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 1<sup>st</sup> 2021 to March 31<sup>st</sup> 2022). Tax base for 21-22 is 2,434.0

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

Village Hall and Nursery Project cash flow report

Budget planning and priority spending.

**20F/043. Date of next meeting – Thursday 12<sup>th</sup> November**

**20F/044. Close of meeting – 21.09pm**

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