

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 8th December 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 8th December at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

20F/069. 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/070. Appoint a chair for FLAC committee - RFO

20F/071. 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/072. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 12th November 2020 be signed as a correct record.

20F/073. 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 Monday 7th December.** *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/074. Management Accounts (to 30th November 2020) - RFO

20F/075. Bank Reconciliation (to 30th November 2020) – RFO

20F/076. Budget planning 21-22 - consider likely income/expenditure/capital projects – RFO

20F/077. Consider commenting on the Cambridgeshire and Peterborough combined authority draft budget 2021/22 (deadline 31st December 2020)– Cllr Morris

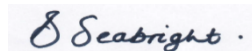
20F/078. Consider sharing information with Future Parks Accelerator (FPA) Project - in particular, budget and management responsibilities (deadline 11th December 2020) – Cllr Morris

20F/079. Matters for consideration at the next meeting

Management accounts

20F/080. Date of next meeting - TBA

20F/081. Close of meeting –

 Debbie Seabright

For public participation requests please contact Debbie Seabright

01/12/20

Right Side Entrance, Community Centre

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

20F/072.



DRAFT Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held via Zoom on Thursday 12th November 2020

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

20F/058. Chairman's Introduction and Apologies for absence – Cllr Collinson (Unwell), Cllr Young (Work)

20F/059. To accept Declarations of Interest and Dispensations – None given

20F/060. Minutes –Resolution that the minutes of the Finance Committee meeting held on Tuesday 27th October 2020 be signed as a correct record. **RESOLVED.**

20F/061. Public Participation – Two members of the public present.

20F/062. Management Accounts (to 31st October 2020) – Cllr Jones joined the meeting at 7.35pm. The RFO presented new format management accounts. The committee were satisfied that the management accounts are an accurate record.

20F/063. Bank Reconciliation (to 31st October 2020) - The RFO completed a bank reconciliation. The committee were satisfied that the bank reconciliation is an accurate record.

20F/064. Village Hall and Nursery cash flow– Cllr Morris talked the committee through a detailed cash flow report. The council secured five loans totalling 2.8 million and put aside 450k from our reserves for the project. Section 106 developer contributions which have been received and are expected were discussed and the council are hoping to receive approximately 80K in s106 monies from the Redrow development in the next two months. Also expected are approximately 300k in mid-2022 and 164K in early 2023 which should help with the debt. The committee discussed the core project costs, payments for construction and the process of ensuring that the costs are in line with the work carried out using quantity surveyor's from SHE French (construction company) and Wilby & Burnett (our architect) they agree monthly costs, then an invoice is produced with the relevant certificate. There is approximately 19K in consulting engineers' costs and a contingency amount for if needed. There have been monies set aside for kitting out the buildings. There is uncertainty about the income from the buildings, (particularly the Village hall) next year because of Coronavirus and if/how the building can be used. A process for appointing a Nursery operator are currently underway in conjunction with Cambridgeshire County Council as they are contributing a large part of the funding for the nursery through s106 early years payments. The report details the aggregated value of the buildings against the value to complete. The bank reconciliation section that relates to the project shows when funds are likely to run low. A formal application for additional borrowing powers has been submitted and we are waiting to hear.

20F/065. 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 31st 2022). Tax base for 21-22 is 2,434. The committee have requested that the most recent figures are shown against last years budget. RFO to update spreadsheet with this information.

20F/066. Matter for consideration at the next meeting –

Appoint a chair for the FLAC committee
 Budget planning (priority spending list)
20F/067. Date of next meeting – 8th December 2020
20F/068. Close of meeting – 8.49pm

Signed _____ (Chair) Date _____

20F/074.

Management Accounts – Sent out separately

20F/075.

Bank reconciliation November 2020

Reviewed by RFO and Cllr McCarthy

Council’s Bank Accounts were reconciled to our Xero system and are in order.
 In summary:

| | |
|--------------------|---|
| £66,257.79 | Bank account 1 CBS |
| £253,718.47 | Bank account 2 UT current |
| £48,020.23 | Bank account 3 UT deposit |
| £50,424.93 | Bank account 4 Triodos |
| £50,097.95 | Bank account 5 Nationwide |
| £497,438.11 | Bank account 6 UT Project |
| £965,957.48 | Total Cash at Bank (as of the 30th November 2020) |
| - £11,834.27 | Creditors |
| + £162.28 | Debtors |
| £954,285.49 | Net balance on bank reconciliation |

+ VAT owing £89,612.56

Minus Accruals £2000

Minus PAYE: £1212.62

Net assets: £1,040,627.43

Debtors

- **Strive Bootcamp - £156.00 (October invoice)**
- Multipay card - £6.28

£162.28

Creditors

- AJ King – £3944.00
- Watch the Dot - £350
- Robin Hood Energy - £125.59
- Cambridge Water Business - £355.53
- Cambridge Water Business - £592.30
- Cromwell Fire - £345.70
- Cromwell Fire - £124.36
- PKF Littlejohn - £3360.00
- Browns of Burwell - £359.73
- Backstop - £60
- Cambridge Van Leyden - £609.17
- Cambridge Vat Leyden - £1504.00
- RFO - £10.90
- BCS - £42.00
- Staples - £37.09
- RFO - £13.90

Total £11,834.27

20F/076.

Budget 21/22 – information will be sent out separately.

20F/077.

Cambridgeshire and Peterborough combined authority draft budget –

See link below:

[Agenda Item No \(cambridgeshirepeterborough-ca.gov.uk\)](https://www.cambridgeshirepeterborough-ca.gov.uk)

20F/078.

Future Parks Accelerator Project

The Council (SCDC) has been asked to collect information on behalf of the Future Parks Accelerator (FPA) Project in relation to the management and maintenance of parks and open spaces within the district. We are aware that several parish councils have budgets and management responsibilities in this area and my request is whether you would be prepared to share that information. **If so, please could I have the information by 11 December 2020.**

I have reproduced some information from the FPA project below as a guide to the type of information they are seeking and why they are seeking this information in the first place.

If you have any questions about this please contact me peter.maddock@scambs.gov.uk and I will try to help as best I can.

South Cambridgeshire District Council has been identified as a key contact to assist with the collection of data required to identify future financial, resourcing and operating models to diversify and grow the income and funding available for public open space, to support the Future Parks Accelerator (FPA) Project. This is a key collaborative partnership project between local authorities in

Cambridgeshire and Peterborough and the Local Nature Partnership. It aims to find new ways to deliver, manage and fund parks and public open space within Cambridgeshire and Peterborough.

This area of work, on funding and operating models, is led by Gillian Beasley, Chief Executive of Cambridgeshire County Council and Peterborough City Council, working closely with South Cambridgeshire District Council representatives, John Cornell (Project Team member) and Paul Frainer (Executive Board member).

We are working with consultants Environmental Finance to develop an options appraisal regarding innovative ways of managing and financing parks and public open space. An important first step is the collection of data and key documents requested by Environmental Finance to provide a 'dataroom' to help us understand how parks and public open space is currently funded and resourced.

We understand this is a broad ask and to help narrow this down, please see the following:

- *In the first instance we are keen to source financial information that help us build a baseline for current resource and funding, particularly looking at P&L cash flow. This includes the following data for parks and public open space:*
 - *Total annual costs*
 - *Staffing cost – salary burden, on costs*
 - *Insourced/outsourced maintenance*
 - *CapEx back log – what we want to do, but can't afford*
 - *Annual maintenance spend*
 - *Revenue – fees and charges*
 - *Properties being leased and lease schedule (cost, renewal of lease, market rent, licence type arrangements (ice cream, car parks, events, fitness)).*