

AGENDA PACK
Finance, Legal and Administration committee
Thursday 28th January 2021

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 28th January at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

21F/001. 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.*

21F/002. 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).*

21F/003. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 8th December 2020 be signed as a correct record.

21F/004. 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 Wednesday 27th January. *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.*

21F/005. Management Accounts (to 31st December 2020) – RFO

21F/006. Bank Reconciliation (to 31st December 2020) – RFO

21F/007. Likely revenue outturn from 2020/21 – Cllr Morris & RFO

21F/008. Movements in reserves during 2020/21 – Cllr Morris & RFO

21F/009. Likely position regarding financial reserves / liabilities at EOY – Cllr Morris & RFO

21F/010. Proposed revenue budget(s) for 2021/2 – Cllr Morris & RFO

21F/011. Budgetary capital projects in 2021/2 – Cllr Morris & RFO

21F/012. Proposed use of reserves/liabilities in 2021/2 – Cllr Morris & RFO

21F/013. Precept suggestions / recommendations – Cllr Morris & RFO

21F/014. Consider signing Section 106 Agreement(s) – Cllr Morris

21F/015. Consider - Heads of Terms Contract for Nursery – Cllr Morris

21F/016. Consider authorising invoice from Agripest (dated 24/12/20) for £150 for rodent proofing and Mouse traps in the Hall and Cabin – RFO

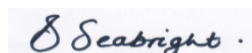
21F/017. Grant application from Cottenham Primary School towards Music Therapy session for vulnerable children - RFO

21F/018. Matters for consideration at the next meeting.

Management accounts & Bank Reconciliation

21F/019. Date of next meeting – Thursday 11th March 2021

21F/020. Close of meeting –



Right Side Entrance, Community Centre

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

21F/003.

Finance, Legal and Administration Committee (FLAC) Minutes
Meeting held via Zoom on Tuesday 8th December 2020 at 7.30pm

Present: Cllrs Bolitho (chair), Collinson, Jones, Morris, Young, Clerk & RFO

20F/069. Chairman's Introduction and Apologies for absence – Cllr McCarthy (work)

20F/070. Appoint a chair for FLAC committee – Resolution to appoint Cllr Bolitho as the chair of the FLAC committee - **RESOLVED**

20F/071. To accept Declarations of Interest and Dispensations – None given

20F/072. Minutes – Resolution that the minutes of the Finance Committee meeting held on Thursday 12th November 2020 be signed as a correct record. **RESOLVED.**

20F/073. Public Participation – One member of the public present.

20F/074. Management Accounts (to 30th November 2020) – Cllr Young requested that the three s106 figures in the income section from May 2020 be shown in the same way as the later figures in July and September for consistency. Query over the loan repayment in April being included in the expenses section, it was explained that this was because the figure was accrued in the year end accounts, future loan repayments will be taken from the Hall/Nursery reserve. Cllr Morris spoke about the Hall/Nursery fund shortfall and the options being examined to help this situation. Resolution to allow Cllr Morris to contact our MP Anthony Browne asking for support with contacting the parish borrowing team at MHCLG, as communication from them has not been forthcoming and the loan application was submitted approximately 8 weeks ago - **RESOLVED.** With the above amendments to the three figures the committee were satisfied that the management accounts are an accurate record.

20F/075. Bank Reconciliation (to 30th November 2020) - The RFO and Cllr McCarthy completed a bank reconciliation. The committee were satisfied that the bank reconciliation is accurate record.

20F/076. 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 2434. The RFO had updated the spreadsheet to show last year's budget figures and the first half of this year for comparison. Standing orders suspended at 8.11pm for the member of the public to speak about the budget. The committee looked at priority/essential spending and items that could wait and be considered in future years. Standing orders reinstated at 8.16pm. There was discussion around the expected income from the Village Hall next year and the uncertainty surrounding this. Cllr Young left the meeting at 8.29pm. The RFO will summarise the discussion and update the spreadsheet for consideration at the full council meeting on the 12th January. It was noted that the date for submission of the precept to SCDC is the 20th January 2021 which is earlier than previous years.

20F/077. Consider commenting on the Cambridgeshire and Peterborough combined Authority draft budget for 2021/22 – Cllr Morris had looked at the draft budget and summarised some interesting areas including the A10, affordable housing, Cycling and Walking projects. Resolution to allow Cllr Morris to make a representation to them about some of these issues – **RESOLVED**

20F/078. Consider sharing information with Future Parks Accelerator (FPA) Project – The

committee studied a draft document detailing our expenditure on our open spaces and projects/improvements that we would like to carry out but have insufficient funds.
Resolution that this document be submitted to Future Parks Accelerator Project - **RESOLVED**

20F/079. Matter for consideration at the next meeting –

20F/080. Date of next meeting – TBA

20F/081. Close of meeting – 8.54 pm

Signed _____ (Chair) Date _____

21F/005.

Management Accounts – Sent out separately.

21F/006.

Bank reconciliation December 31st, 2020

Reviewed by RFO and Cllr McCarthy

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

In summary:

| | |
|--------------------|---|
| £71,839.79 | Bank account 1 CBS |
| £237,900.25 | 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 |
| £64,622.89 | Bank account 6 UT Project |
| £522,906.04 | Total Cash at Bank (as of the 31st December 2020) |
| - £11,466.78 | Creditors |
| + £70.22 | Debtors |
| 511,509.47 | Net balance on bank reconciliation |

+ VAT owing £88,135.00

Minus Accruals £2000

Minus PAYE: £790

Net assets: £596,854.48

Debtors

- BB Fitness - £63.94 (December invoice)
- Multipay card - £6.28 (for printer ink)

TOTAL £70.22

Creditors

- AJ King – £3800.00 (Groundsman invoice)
- A Mappedorum - £901.02
- Amazon Tree Surgery - £450.00
- Backstop - £60
- British Gas - £742.57(electric for VH and Nursery)
- BCS - £42.00
- CSA - £56.70
- RFO - £24.80 (Sim card for pavilion/expenses)
- Elveden Estate and Farms - £1728 (Christmas Tree)
- JEE Electrical - £210 (Lights on the green and tree)
- Mafez - £245.00 (Tablet)
- MTC Engineering - £513.00 (VH/Nursery)
- SCDC - £2076.75 (Annual payment for bin collection at the Recreation ground)
- WAVE - £588.14 (sewerage)
- Xero – £28.80
- Accountancy package

Total £11466.78

21F/007. Likely revenue outturn from 2020/21

Despite serious loss of income, the lockdown will also reduce our outgoings so we might expect to spend around £45K in Q1 leaving a surplus in our revenue account.

| Bank Accounts | | End December 2020 | | Movements | | End of Year 2020/1 | |
|--------------------|------------|------------------------------|------------|--------------|--------------|------------------------------|------------|
| CBS | 72 | General Reserve | 100 | Persimmon | 140 | General Reserve | 100 |
| Nationwide | 50 | Community/Hall Nursery Funds | 252 | Redrow | 80 | Community/Hall Nursery Funds | 54 |
| Triodos | 50 | Open Space / Sports | 118 | | | Open Space / Sports | 118 |
| Unity #1 | 65 | Art / Bus / Other | 13 | French 12 | (269) | Art / Bus / Other | 13 |
| Unity #2 | 48 | | | French 13 | (30) | | |
| Unity #3 | 238 | | | Other | (25) | | |
| | | | | Fittings | (50) | | |
| VAT | 88 | Revenue account | 113 | Q1 expense | (45) | Revenue account | 113 |
| Assets | 611 | | | | | | |
| Accrual/Creds/PAYE | (14) | | | | | | |
| Total | 597 | Total | 597 | Shift | (199) | Total | 398 |

21F/008. Movements in reserves during 2020/21

At the beginning of 2020/21, we had built substantial reserves for the construction project which is now nearing completion.

Research for Cottenham's Neighbourhood Plan demonstrated a need for better community facilities and provided evidence in support of the scale and location of these. This led to the failed planning application for an integrated single building design and the subsequent successful two building solution. The delay and separation of the buildings together contributed to a substantial increase in construction costs. With debt financing costs at all-time low levels, there was a "now or never" feel to the project.

Approximately £500K of reserves had been accumulated as a first contribution to fund the projects, especially the initial conceptual design, technical studies and planning applications. Various access road and parking improvements were integrated into the project at this time.

Thirteen months on from start, both buildings are nearing completion, and, in normal circumstances, we would be planning to bring them into full use as soon as possible. Since COVID-19 prevents many

of the activities, the introduction will be softer with some reduction in fit-out to save costs until revenue is possible.

A competition is under way to select an operator to work in partnership with the Parish Council and County Council to deliver a 45-place Early Years Nursery for children between 0 and 5 years old. The Nursery will operate from 7.30am to 6.30pm on weekdays and also on Saturday mornings with small discounts for children living in Cottenham.

Costing about £1 million to build, we have received about £300K from developers to date and could receive a further £600K over the next 4 or 5 years, as we help CCC fulfil its statutory obligation to provide EY childcare places for Cottenham children.

Understandably, the Nursery procurement is delayed by COVID-19 but we expect to open within a few months of movement restrictions being lifted later in 2021/2.

Many of the facilities and services expected from a Village Hall have to be put on ice until restrictions on people's movements are completely lifted, providing an opportunity to take more time bringing the building into use. Phase #1 focuses on using the new Ground Floor Hall as a more or less direct replacement for the old one, albeit it with much better furnishing and fittings. Thus, we hope Cambridge Kids Club will soon join us after their "holiday" in the Pavilion and Portakabin and we will move the Parish Council Office even if we cannot welcome visitors just yet. The Lounge and Office will have to wait, as will the upstairs Event Space, until one or several events can be arranged to define and justify the cost of the furniture and fittings.

Costing a little more than £2.5 million to build, we have received about £200K from developers to date and could receive a further £400K as the estates are built out.

These days, lots of additions have to be made to bring other facilities up to a common standard. We wanted some additional parking spaces but, despite widening the road and adding a segregated footway and mid-point speed-table, were not allowed to increase the number of spaces available for those dropping off or collecting children at the Primary School – hence the gate in the car park. We are moving into the age of electric cars so had to provide two charging points. We have also had to add better lighting around the access road and car park – all, like the car park surface and emergency access road, much-needed improvements that increase costs.

Project accounting has been made by charging project invoices to the revenue account, then cross-charging to the relevant reserve fund, progressively running that down.

| End March 2020 | | Movements during 2020 Q2-4 | | Movements (2021Q1) | |
|------------------------------|------------|---|--|--------------------|-------|
| General Reserve | 100 | | | Persimmon | 140 |
| Community/Hall Nursery Funds | 252 | Payments to SEH French | | Redrow | 80 |
| Open Space / Sports | 118 | Payments to Wilby & Burnett | | | |
| Art / Bus / Other | 13 | Payments to Cambridge Van Leyden | | French 12 | (269) |
| | | Payments to Peter Dann | | French 13 | (30) |
| | | Payments for Utilities via CSG | | Other | (25) |
| | | Minor payments to contractors | | Fittings | (50) |
| | | s106 receipts from Barratt, Bellway, Persimmon & Redrow via CCC or SCDC | | | |
| Revenue account | 113 | | | Q1 expense | (45) |
| | | | | | |
| Total | 597 | | | Shift | (199) |

The bulk of the approximately £4 million developments costs will be expended during 2020/21 with just a 2.5% retention held over the defects warranty period for payment in early 2022. Some top-up s106 payments for Community Facilities (Hall) and Early years (Nursery) were received during 2020/21; others will continue in later years.

| 2020/21 s106 receipts | Early Years (via CCC agreement) | Community Facilities |
|--------------------------|---------------------------------|----------------------|
| Barratt: Racecourse View | £58K | £15K added to fund |
| Bellway: | £68K | £61K |
| Persimmon | £102K | £140K |
| Redrow | £80K | |

21F/009. Likely position regarding financial reserves / liabilities at EOY

| End of Year 2020/1 | |
|------------------------------|------------|
| General Reserve | 100 |
| Community/Hall Nursery Funds | 54 |
| Open Space / Sports | 118 |
| Art / Bus / Other | 13 |
| | |
| | |
| | |
| Revenue account | 113 |
| | |
| | |
| Total | 398 |

The base debt

In October 2019, we drew down five loans from PWLB totalling £2,800,000 over 30 years with 6-monthly “capital plus interest” repayments of about £72,000 each April and October. The five loans were of £100,000, £200,000, £400,000, £700,000 and £1,400,000 to facilitate partial early repayment when possible. Those repayments will clear the debt in 30 years.

The supplementary precept

Starting in April 2018, we began to claim a “supplementary precept” equivalent to £.99 or £1 per week on a Band D home. Across the “taxbase” this yields about £122,000 p.a. – a substantial contribution to the anticipated repayments of £144,000 p.a. With the taxbase increasing as more houses are occupied, the yield, at “£1/week/Band D” is likely to exceed the necessary repayment within 5 years as the tax base increases, allowing a modest reduction in the precept if appropriate.

Reserves- probable changes in next 5 years- winding down the debt

During these years, the estates are built out delivering s106 contributions for use either to pay down some of the PWLB loans or to offset their costs. Either way the residents could see a reduction in at least the supplementary precept, especially as the tax base will be increasing by 400 or 500 as more houses are occupied and more people pay Council Tax.

Plans need to be made for upgrades to the Outdoor Sport provision, the Community Transport Service and expansion of the Burial Grounds.

| End December 2020 | | | Estim'd s106 | 2021/2 | 2022/3 | 2023/4 | | End of Year 2023/4 | |
|------------------------------|-----|--|--------------|------------|------------|------------|--|------------------------------|-----|
| General Reserve | 100 | | Persimmon | | | | | General Reserve | 100 |
| Community/Hall Nursery Funds | 54 | | Redrow | | | | | Community/Hall Nursery Funds | 50 |
| | | | Kier/CCC | | | | | | |
| | | | | | | | | | |
| Open Space / Sports | 118 | | | 130 | 190 | 175 | | Open Space / Sports | 600 |
| Art / Bus / Other | 13 | | | | | | | Art / Bus / Other | 13 |
| Community Transport | | | | 80 | 132 | 103 | | Community Transport | 315 |
| Burial Grounds | | | | 25 | 40 | 30 | | Burial Grounds | 95 |
| | | | | | | | | | |
| Supplementary precept | | | | 128 | 130 | 140 | | | |
| PWLB repayments | | | | (140) | (140) | (140) | | | |
| | | | | | | | | | |
| Total | | | | 220 | 350 | 300 | | | |

Once the supplementary precept at £1/week/Band D home exceeds the PWLB loan repayments and revenues from the Hall and Nursery are positive, the supplementary precept can be progressively reduced and/or loan paid off ahead of schedule. (Note: Tax Base for 2021-22 is 2434.0)

21F/010. Proposed revenue budget(s) for 2021/2

Backdrop is the continued reduced level of income due to COVID-19 with virtually all facilities closed and expected to remain closed for a significant part of 2021/22.

Investment in the new Hall and Nursery has been limited to non-discretionary costs necessary to provide some Hall and Nursery functionality in the “base” scenario below. Only minimal marketing is appropriate and additional cleaning costs need to be passed on to the user wherever possible.

Following several reviews in relevant Committees or FLAC, two variants of the proposed revenue budget are presented here. The “possible” scenario assumes an earlier opening, justifying some investment in additional advertising, staff charges, marketing with additional income from the Nursery and “break-even” operation of the Hall.

| CULTURAL, ENVIRONMENTAL AND PLANNING | | Possible | Base | |
|--|---------------------------|----------|-------|--------------|
| Open Spaces | | | | |
| 7402 | Memorial/Open Spaces | 954 | 954 | |
| 7410 | Tree Works | 3168 | 3168 | |
| 7433 | Ditches and Ponds | 1000 | 1000 | |
| 0000 | Balancing pond/little cut | 1000 | 1000 | |
| 7417 | Groundsman fees | 41797 | 41797 | |
| 7405 | Rec Ground General Costs | 4390 | 4390 | |
| 0000 | Tennis courts maintenance | 0 | 0 | |
| TOTAL | | | | 52309 |

| | | Possible | Base | |
|-----------------------------|--|----------|-------|--------------|
| COMMUNITY FACILITIES | | | | |
| 7207 | Pavilion Cleaning Materials | 115 | 115 | |
| | Pavilion labour (from salaries) | 5557 | 5557 | |
| 7205 | Pavilion Water/Sewerage | 2500 | 2500 | |
| 7206 | Pavilion Electricity | 2000 | 2000 | |
| 7204 | Pavilion LPG | 3587 | 3587 | |
| 7208 | Pavilion Maintenance | 3656 | 3656 | |
| | Rec ground building maintenance costs | 464 | 464 | |
| 7419 | Village Hall Cleaning costs | 10000 | 5000 | *** |
| | Village Hall Cleaning costs - Materials | 261 | 261 | |
| 0000 | Village Hall Staff costs | 6000 | 0 | *** |
| 0000 | Village Hall Service charges | 5000 | 5000 | |
| 0000 | Village Hall Water/Sewerage | 3000 | 3000 | |
| 0000 | Village Hall Electric | 3000 | 3000 | |
| 8202 | Xmas Concert Costs | 2000 | 2000 | |
| 8199 | Remembrance Wreath/event /Christmas lights | 500 | 500 | |
| 7412 | Youth Provision | 10000 | 10000 | |
| 7403 | Play Area | 1500 | 1500 | |
| TOTAL | | | | 49140 |

| | | Possible | Base | |
|-----------------------------|--|----------|------|-------------|
| DONATIONS AND GRANTS | | | | |
| | | 5000 | 5000 | |
| TOTAL | | | | 5000 |

| HIGHWAYS, FOOTPATHS AND LIGHTING | | | | |
|--|-------------------------|------|------|--|
| 7702 | 2021-22 Highways budget | 5000 | 5000 | |

| | | | | | |
|--------------|------------------------------|------|-------------|------|-------------|
| | Traffic survey | 1431 | | 1431 | |
| 7202 | Footway Lighting electricity | 1523 | | 1523 | |
| 0000 | Highway Jetting | 0 | | 0 | |
| TOTAL | | | 7954 | | 7954 |

| | | | | | |
|----------------------------------|--|--|--|--|--|
| DEMOCRATIC REPRESENTATION | | | | | |
|----------------------------------|--|--|--|--|--|

| | | | | | |
|---------------------------------|--------------------|----------|--------------|-------|--------------|
| | | Possible | | Base | |
| CORPORATE MANAGEMENT | | | | | |
| Staff & Member costs | | | | | |
| 7000 | Gross Wages | 62000 | | 62000 | |
| 7006 | Employers N.I. | 4000 | | 4000 | |
| 7007 | Employers Pensions | 2155 | | 2155 | |
| 6900 | Members Expenses | 300 | | 300 | |
| 6901 | Clerks Expenses | 250 | | 250 | |
| 8203 | Training | 684 | | 684 | |
| | | | 69389 | | 69389 |

| | | | | | |
|-----------------------|-------------------------------------|----------|-------------|------|-------------|
| | | Possible | | Base | |
| Administration | | | | | |
| 6201 | Advertising | 3000 | | 1000 | *** |
| 7500 | Printing | 200 | | 200 | |
| 7501 | Postage | 29 | | 29 | |
| 7502 | Telephone | 140 | | 140 | |
| 7503 | Website maintenance | 216 | | 216 | |
| 7504 | Office Stationery | 385 | | 385 | |
| 0000 | Firesafe office hardware & Software | 1913 | | 1913 | |
| 7507 | Shredding | 302 | | 302 | |
| | | | 6186 | | 4186 |

| | | | | | |
|-----------------------|------------------------------------|----------|--------------|------|--------------|
| | | Possible | | Base | |
| Facility costs | | | | | |
| 7100 | Office Rent | 4500 | | 4500 | |
| 7102 | Water Rates | 2504 | | 2504 | |
| 7200 | Village hall and Green Electricity | 300 | | 300 | |
| 7607 | Rates SCDC | 9000 | | 9000 | |
| | | | 16304 | | 16304 |

| | | | | | |
|--------------------------|-------------------|----------|--------------|------|--------------|
| | | Possible | | Base | |
| Professional fees | | | | | |
| 7600 | Legal fees | 1980 | | 1980 | |
| 7601 | Professional fees | 3978 | | 3978 | |
| 7603 | Auditing fees | 3300 | | 3300 | |
| 8201 | Subscriptions | 1000 | | 1000 | |
| | | | 10258 | | 10258 |

| | | | | | |
|----------------------|---|----------|---------------|--------|---------------|
| | | Possible | | Base | |
| Finance costs | | | | | |
| 7899 | VH/Nursery Loan repayments | 141838 | | 141838 | |
| | Short-term loan interest | 10000 | | 10000 | |
| 8209 | Goode Bequest from Church & Causeway donation | 1500 | | 1500 | |
| 8211 | Dissenters Cemetery Grant from C&C donation | 1500 | | 1500 | |
| 7901 | Bank charges | 619 | | 619 | |
| 8204 | Insurance | 7051 | | 7051 | |
| | | | 162508 | | 162508 |

| | | | | | |
|--------------|--------------------|------|------|------|------|
| Other | | | | | |
| 7606 | Neighbourhood plan | 2000 | | 2000 | |
| | | | 2000 | | 2000 |

| | | Possible | | Base | |
|-----------------------------------|--|----------|-------|-------|-------|
| Income from Facility users | | | | | |
| 4001 | Income - Cricket Club | 1160 | | 0 | *** |
| 4002 | Income - Ladybirds Rent | 6798 | | 6798 | |
| 4003 | Income football clubs (CUFC) | 1236 | | 0 | *** |
| | income (COLTS) | 1648 | | 0 | *** |
| 4020 | Skate Park | 103 | | 103 | |
| 4006 | Cottenham Bowls Club | 1442 | | 1442 | |
| 4010 | Aerobics Instructors | 515 | | 515 | |
| 4015 | Rugby Club | 309 | | 0 | *** |
| 4019 | Cambridge Kids Club | 13800 | | 13800 | |
| 4021 | Tennis Club | 150 | | 150 | |
| 4004 | Income - Hire of Green/Rec | 515 | | 515 | |
| 4018 | Income from Pavilion bookings (Club room) | 800 | | 800 | |
| 0000 | Income from Village Hall Bar and Lounge Hall | 0 | | 0 | |
| 0000 | Income from Village Hall Main Hall | 11500 | | 11500 | |
| 0000 | Income from Office Space | 4500 | | 4500 | |
| 0000 | Income from Event Space | 0 | | 0 | |
| 0000 | Income from Nursery | 27000 | | 15000 | *** |
| 4017 | Town Ground Rent | 340 | | 340 | |
| 4906 | Sponsorship | 5150 | | 5150 | |
| 4011 | Recouped Utility costs | 1545 | | 1545 | |
| 4012 | Bank interest received | 515 | | 515 | |
| 4013 | Church and Causeway | 3000 | | 3000 | |
| | Ditches & Drains fees | 5000 | | 5000 | |
| 0000 | Landing Stage rent | 0 | | 0 | |
| | Income from EV Chargers | 100 | | 100 | |
| TOTAL | | | 87126 | | 70773 |

21F/011. Budgetary capital projects in 2021/2

With CCC, This Land and Kier likely to adapt their planning application to a more NP-compatible approach, it is likely that the development will obtain Reserved Matters approval within the year, potentially unlocking another tranche of s106 funding and transfer of much of the land to CPC as POS between Rampthill Farm and the Allotments.

How the additional land can best be improved and used for Cottenham residents needs to be assessed and appropriate investments of the s106 contributions made over subsequent years.

21F/012. Proposed use of reserves/liabilities in 2021/2 –

Approximately £100K will be needed from reserves to finance the Hall / Nursery defects retention payment.

A further £50K might be assumed for preliminary studies or contributions to projects from s106 reserves.

21F/013. Precept suggestions / recommendations

| | | | | |
|----------------------------------|--|--|---------|---------|
| REVENUE | | | | |
| Expenses (includes debt funding) | | | 391,048 | 378,048 |
| Income | | | 87,126 | 70,773 |
| Net (revenue funding) | | | 303,922 | 307,275 |

If implemented as a precept, these represent:

- a 4% or 5% increase on the current rate per Band D household
- a charge of £125 p.a. or £126 p.a. on a Band D equivalent home
- compared to today's 20/21 precept of £291,476

21F/014. Consider signing Section 106 Agreement(s)

All five of the relevant major building projects include s106 contracts requiring financial contributions to capital provision of community facilities for both Early Years education and Indoor Community Facilities (and other areas) to make the projects "acceptable in planning terms" by providing funds to expand provision of public services. Most of these contributions were due for payment on various "triggers" related to progress on the building programmes. In total, the developer contributions were expected to yield a "back-loaded" £1.5 million over five years so "front-end" finance was needed to enable the project. Since cash is paid to SCDC or CCC, we have a "back-to-back" contract with CCC and indemnity agreements with SCDC to protect them against our possible misuse of the cash.

The Persimmon s106 Community Facilities agreement will release approximately £140K to CPC provided we guarantee to invest the money in capital aspects of the intended "Indoor Community Facilities". The developer can, within 10 years of the original agreement, reclaim the cash if it was not properly invested.

This resolution authorises two Parish Councillors to sign the indemnity "as a deed" on CPC's behalf.

THIS AGREEMENT is made the _____ day of
2021

B E T W E E N COTTENHAM PARISH COUNCIL care of Right Side Entrance Community Centre, 250a, High Street, Cottenham, Cambridge, CB24 8RZ ("the Parish Council") of the one part and SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL of South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA ("the District Council") of the other part

W H E R E A S :

- (1) Under the terms of a Section 106 Agreement ("the Section 106 Agreement") dated 30 November 2017 and made between the Sarah Jane Elissa Berenger and Piers Alexander Rayment (1) Grenville Love (2) David Thompson Young (3) Glenice Kathleen Buckley and Dennis Buckley (4) Peter William Gooden (5) Robert Selwyn Ingram Clarke and Frances Clarke (6) Persimmon Homes Limited (7) South Cambridgeshire District Council (8) Cambridgeshire County Council (9) a contribution of £130,000 (subject to indexation) is payable towards funding the construction of a new multipurpose community centre within the village of Cottenham ("The Community Facilities Contribution") in the circumstances and on the conditions therein prescribed
- (2) The Community Facilities Contribution of £139,771.24 was received by the District Council on 16 December 2020
- (3) The District Council agrees to transfer the Community Facilities Contribution to the Parish Council SUBJECT TO the Parish Council agreeing to comply with the covenants given in the Third Schedule of the Section 106 Agreement as if those covenants themselves had been given by the Parish Council in favour of the Owner mutatis mutandis and to provide an indemnity as hereinafter described

NOW THIS DEED WITNESSETH as follows:

IN CONSIDERATION of the payment by the District Council to the Parish Council of the Community Facilities Contribution the Parish Council covenants with the District Council

1. to use the Community Facilities Contribution solely for the purposes specified in the Section 106 Agreement
2. that if it has not applied or made arrangements for the application of all or any part of the Community Facilities Contribution within ten years from 16 December 2020 then the Community Facilities or unexpended proportion thereof (as the case may be) shall be payable to the Owner ("the Owner") as provided in the Section 106 Agreement with interest accrued from the date of receipt by the Parish Council until such sum is paid in full PROVIDED ALWAYS that if before the expiry of the said ten year period there is any contract or contracts in existence to which the Community Facilities Contribution is attributable and which contract

or contracts shall be completed after the expiry of the said ten year period any sum to be repaid to the Owner shall be repaid (together with interest thereon as aforesaid) following payment of the final account in respect of any and all such contracts and the sum to be repaid shall be less all costs incurred and/or paid to provide the said infrastructure pursuant to such contract or contracts

3. that it shall if requested by the Owner produce to the Owner within 28 days of such a request a statement of account as to how the Community Facilities Contribution or any part thereof shall have been spent
4. that it will indemnify the District Council fully against any costs or claims which may arise in respect of any breach by the Parish Council of the terms of this Agreement.

IN WITNESS of which two members of the Parish Council have pursuant to a resolution of the Parish Council passed on _____ signed and delivered this Deed on the day and year first above written.

SIGNED AND DELIVERED as a Deed by _____)
in the presence of:- _____)

Witness Signature:

Witness Name: (Block Capitals)

Witness Address:

SIGNED AND DELIVERED as a Deed by _____)
in the presence of:- _____)

Witness Signature:

Witness Name: (Block Capitals)

Witness Address:

21F/015. Consider - Heads of Terms Contract for Nursery – information to follow

21F/016. Consider authorising invoice from Agripest

AgriPest

Pest control for **A**griculture, **G**ardens, **R**esidential and **I**ndustry

Neil Horner,
Ashley Farm, Cow Lane,
Rampton, Cambridgeshire,
CB24 8QG.
Phone Number: **07889 018041**
Email: **AgriPest@outlook.com**

PEST CONTROL INVOICE

| Invoice Date | Invoice # | Service Date |
|--------------|-----------|---------------|
| 24/12/2020 | n/a | December 2020 |

| | |
|---|--|
| BILL TO: Name: Cottenham Parish Council Address: Cottenham Postcode: | SERVICE LOCATION: After School cabin & Hall @ Lambs Lane, Cottenham |
|---|--|

| Quantity | Service Description | Price / Unit | Amount |
|----------|--|--------------|---------|
| 1. | Rodent proofing – Mousemesh cover fitted, 2 x holes filled, gaps at service hatch filled Mouse traps set in Hall and Cabin – 1 x mouse caught Advice given | | £150.00 |
| | | | |

| Target | Treatment Area | Products Used | Unit /Amount |
|--------|----------------|---------------|--------------|
| | | | |
| | | | |

| | |
|---------------|---------|
| Subtotal | £150.00 |
| Tax | |
| Total Invoice | £150.00 |
| Amount Paid | |
| Amount Due | £150.00 |

BACS:
Account number: 93929590
Sort Code: 20-17-19

PAYMENT REQUIRED UPON RECEIPT OF INVOICE.

21F/017. Grant application from Cottenham Primary School**COTTENHAM PARISH COUNCIL**

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

| | | |
|----|--|--|
| 1. | Name of Organisation | Cottenham Primary School |
| 2. | Name, Address and Status of Contact | Helen Hurworth Assistant Headteacher (Inclusion Lead) Cottenham Primary School Lambs Lane Cottenham, Cambridge, CB24 8TQ |
| 3. | Telephone Number of Contact | 01954 250227 |
| 4. | Is the Organisation a Registered Charity? | Yes/ No |
| 5. | Amount of grant requested | £1000 |
| 5. | For what purpose or project is the grant requested? | To support the implementation of Music Therapy to groups of vulnerable children in school. The aim of the therapy is to improve their communication skills, vocabulary, and interpersonal skills. Over the past two years, the number of children entering our EYFS classes with weak language and communication skills have increased. Good communication skills are a vital foundation for the development of formal literacy skills; and have a significant impact on life chances and employability. |
| 6. | What will be the total cost of the above project? | £4500 per annum. |
| 7. | If the total cost of the project is more than the grant, how will the residue be financed? | Our PTCA have agreed to fund £1500 to cover the Spring Term cost of the intervention and we will be exploring additional grant opportunities over the coming months. We are also able to commit £1000 of our pupil premium grant to support the initiative. |
| 8. | Have you applied for grant for the same project to another organisation? | See above. |

| | | |
|-----|--|---|
| | If so, which organisation and how much? | |
| 9. | Who will benefit from the project? | Over the coming 12 months, we anticipate delivering a term of music therapy to small groups of children who have been identified by the EYFS teachers as requiring early intervention to strengthen their communication skills. In addition, therapy will also be offered to children across KS1 who have additional language needs. It is estimated that 30 children will benefit from the intervention over the year. |
| 10. | Approximately how many of those who will benefit are parishioners? | It is anticipated that 28 of the 30 children will be parishioners. |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....D