

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 23<sup>rd</sup> February 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 Tuesday 23<sup>rd</sup> February at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**21F/021. 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/022. 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/023. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 28<sup>th</sup> January 2021 be signed as a correct record.

**21F/024. 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 22<sup>nd</sup> February.** *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/025. Management Accounts (to 31<sup>st</sup> January 2021) - RFO**

**21F/026. Bank Reconciliation (to 31<sup>st</sup> January 2021) – RFO**

**21F/027. Future options for paying off loans – Cllr Morris**

**21F/028. Cashflow position – Cllr Morris**

**21F/029. Consider Kids Club draft contract – RFO**

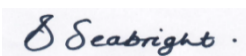
**21F/030. Consider the need for/contents of a contract for the Kebab Van – Clerk**

**21F/031. External management of alarm systems – Cllr Morris**

**21F/032. Matters for consideration at the next meeting.**

**21F/033. Date of next meeting – TBA**

**21F/034. Close of meeting –**

 Seabright .

Right Side Entrance, Community Centre

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**21F/023.**

**DRAFT Finance, Legal and Administration Committee (FLAC) Minutes**

Meeting held via Zoom on Thursday 28<sup>th</sup> January 2021 at 7.30pm

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

**21F/001. Chairman's Introduction and Apologies for absence** – Cllr Collinson (Illness) Cllr McCarthy (Absent)

**21F/002. To accept Declarations of Interest and Dispensations** – None given

**21F/003. Minutes** –Resolution that the minutes of the Finance Committee meeting held on Tuesday 8<sup>th</sup> December 2020 be signed as a correct record. **RESOLVED.**

**21F/004. Public Participation** – No members of the public present.

**21F/005. Management Accounts (to 31<sup>st</sup> December 2020)** – The committee were satisfied that the management accounts are an accurate record.

**21F/006. Bank Reconciliation (to 31<sup>st</sup> December 2020)** - The RFO and Cllr McCarthy completed a bank reconciliation. The committee were satisfied that the bank reconciliation is an accurate record.

**21F/007. Likely revenue outturn from 2020/21** – The committee looked at the likely financial position at the year-end taking into consideration loss of income due to Covid 19. We are likely to spend approximately 45K in this last quarter which could leave a surplus of about 69K in our revenue account.

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

At the beginning of 2020/21, we had built substantial reserves (approximately 500K) towards the construction of a new Nursery and Village Hall. The remaining funding has come from loans totalling £2.8 million. Thirteen months on from the start, both buildings are nearing completion. The bulk of the approximately £4 million developments costs will have been expended during 2020/21 with just a 2.5% retention held over the defects warranty period for payment in early 2022. The committee reviewed the s106 payments already received and those to come. In January £60,424 was moved from the s106 Community Facilities reserve into our Village Hall/Nursery project reserve which will be reflected in the January management accounts.

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

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. Starting in April 2018, we began to claim a “supplementary precept” equivalent to £1 per week on a Band D home. Across the “taxbase” this yields about £122,000 each year which is a substantial contribution to the anticipated loan 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 the next few years as the tax base increases, allowing a modest reduction in the precept if appropriate. The committee asked for a closer look at this at the next FLAC meeting so that we can better assess when this might be the case. The committee reviewed our current cash flow and briefly discussed options for how we pay the next SEH French invoice, this is to be discussed further at the next FLAC meeting when we should have more information on expected s106 payments and a possible

additional loan. The table presented in the agenda pack was incomplete as regards the s106 payment for Early Years education and updated corrected version is shown here.

End December 2020		Movements (provisional)				End of Year 2023/4	
		Estim'd s106	2021/2	2022/3	2023/4		
General Reserve	100					General Reserve	100
Community/Hall Nursery Funds	54					Community/Hall Nursery Funds	50
		Persimmon CF	140				
		Persimmon EY		120			
		Redrow CF			240		
		Redrow N	80		175		
		Kier/CCC CF?			174?		
		Kier CCC N?		120?	135?		
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)		
<b>Total</b>			<b>443</b>	<b>498</b>	<b>1032</b>		

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

CPC have had a 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 mostly to non-discretionary costs necessary to provide some Hall and Nursery functionality. Only minimal marketing is appropriate and additional cleaning costs need to be passed on to the user wherever possible. Following several reviews in relevant FLAC Committee meetings, two variants of the proposed revenue budget were presented to the committee. See item 21F/013.

#### **21F/011. Budgetary capital projects in 2021/2 –**

With CCC, This Land and Kier potential planning applications, it is possible that the developments will obtain Reserved Matters approval within the year, potentially unlocking another tranche of s106 funding and transfer of much of the land between Rampthill Farm and the Allotments to CPC as POS.

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 –**

The committee looked at two options - Option one is for the precept to be set at £307,275 which is a 3% increase for an average band D property (taking into account the tax base adjustments) the second option is to reduce this by 10K making the precept £297,275 which would mean that the average Band D property would be paying the same amount as last year (taking into account the tax base adjustment). Should the second option be favoured

then the 10k for short term loan interest may be removed. Options for zero increase were also considered due to resident's economic circumstances.

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

The committee resolved to nominate Cllr Morris and Cllr Bolitho to sign the s106 Indemnity agreement between CPC and SCDC to accept a Community Facilities payment of £139,771.24 - **RESOLVED**

**21F/015. Consider - Heads of Terms Contract for Nursery –** Cllr Young queried Sections 2.3 and 7.1 of the contract document and felt that clarification was needed on whether the Supervisory Board or the Parish Council were the decision makers. This was noted. This document will be presented to FLAC/FULL council again with the necessary revisions after Operator negotiations and be reviewed by a solicitor.

**21F/016. Consider authorising invoice from Agripest (dated 24/12/20) for £150 for rodent proofing and Mouse traps in the Hall and Cabin –** The committee resolved to pay the invoice - **RESOLVED**

**21F/017. Grant application from Cottenham Primary School towards Music Therapy session for vulnerable children –** The committee agreed to offer a grant of £1000 to the primary school so that they could continue to offer a group of children music therapy sessions - **RESOLVED**

**21F/018. Matter for consideration at the next meeting –**

- Bank Reconciliation and Management accounts
- Future options for paying off loans
- Cashflow position

**21F/019. Date of next meeting –** Tuesday 23<sup>rd</sup> February

**21F/020. Close of meeting –** 9.03 pm

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

**21F/025.**

**Management Accounts – Sent out separately.**

**21F/026.**

**Bank reconciliation January 31<sup>st</sup> 2021**

**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
£33,642.70	Bank account 2 UT current
£48,020.23	Bank account 3 UT deposit
£50,437.60	Bank account 4 Triodos
£50,097.95	Bank account 5 Nationwide

£71,306.00	Bank account 6 UT Project
<b>£325,344.27</b>	Total Cash at Bank (as of the 31 <sup>st</sup> January 2021)
- £9055.79	Creditors
+ £76,589.08	Debtors
392,877.56	Net balance on bank reconciliation

+ VAT owing £46,041

Minus Accruals £2000

Minus PAYE: £789

**Net assets: £436,129.56**

#### Debtors

- BB Fitness - £63.94 (December invoice)
- CCC - £76,460.20 (s106 Early Years monies)
- Bowls Club - £37.44 (Recouped electric)
- Ladybirds - £27.50 (50% of boiler callout fee)

**TOTAL £76,589.08**

#### Creditors

- AJ King – £3800.00 (Groundsman invoice)
- Agripest - £150 (Pest control services)
- Arco - £217.91 (for Flood equipment purchased on the Multipay card)
- Barton Oil Services - £66 (callout to Ladybirds)
- BCS - £42.00 (Payroll)
- Calor Gas - £1208.08 (Gas delivery)
- Robin Hood Energy - £723.78 (Electric invoice for VH)
- SEH French - £1981.20 (Work on Ladybirds window and guttering)
- Staples - £66.53 (stationery items)
- Tindall - £318
- Xero - £28.80 (monthly accountancy package cost)

**TOTAL £9055.79**

#### 21F/027.

**Future options for paying off loans – to follow**

#### 21F/028.

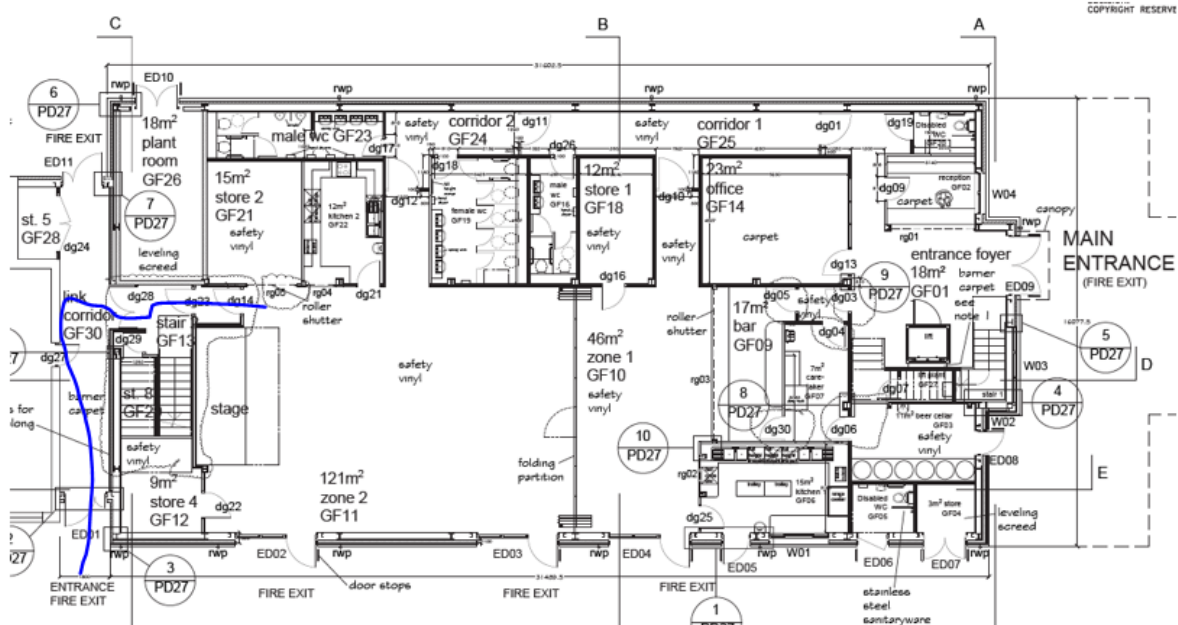
**Cashflow position – to follow**

21F/029.

Kids Club – Draft contract

## Reference Map

### Ground floor



There have been two meetings with the Kids Club (one of which was also a site visit)

In order to put a draft contract together there are a few considerations, questions to be answered:

**Current numbers and maximum capacity** – Currently 6 children in the pavilion. Numbers from Oct and Nov 2019 were Breakfast club average per day (20 children) range 15-25 and for Afternoon club average per day (30 children) range 20-40

**Hire Space is Zone 2** (GF11 on map) 121m<sup>2</sup> – floor to ceiling height is 2550mm

**Hours of operation** 7.15am – 9.30am & 2.30pm – 6.30pm (Term time only) On a Monday from 2-6.30 if possible, to allow for food deliveries when children are not present (could be flexible with the day if interfering with other bookings)

**Coming into and out of the building** – see Blue line on the Map

The above hours allow sufficient time for **cleaning and pack away** after each session – We will supply cleaning equipment. There is quite a lot of floor space, are we considering a floor cleaner to make the process quicker. They have been supplied with cleaning requirements in light of covid.

**Storage** – Storeroom available next to the kitchen (GF21 on the map) 15m<sup>2</sup> will be included in the contract. Have asked if it is possible to have any shelving put into this space.

**Storage** – Storeroom (GF28 on the map) located in the corridor will have a row of pegs installed by the parish council which can be used by kids club. They may store outside equipment in this space during the day but it must be cleared away into their own storage cupboard (GF21) at the end of each day.

There are currently 2 fridge freezer units in the kitchen (GF22). They need use of one of these units, for food storage. They do have their own fridge freezer but there is no space available for it in the kitchen.

**Security** – There is willingness to unlock the entrance gate and building in the mornings and lock up set the alarm system in the afternoon. No need to lock the entrance gate when leaving in the evening. They have requested a protocol to follow for this

**Will require tables and chairs** – these are the Parish council property and will be stored in our cupboard.

Will allow **notice** to be placed on corridor door when kids club sessions are active so that other users of the hall do not use the corridor toilets – Ofsted requirement that members of the public do not have access to the same toilets as the children. The kids club have said that at least initially they will supervise the children when needing to use the toilets.

**Notice boards** – not a current priority but might be a consideration later on.

**COVID considerations** – maintaining school bubbles possible use of zone 1 to separate/ Levels of cleaning required

**Public Liability Insurance** – will provide us with a copy

**Contract** - Happy to have an 'indefinite until notice contract' with a 2% rent increase each year. At least 3 months' notice preferably more.

**Hire charges** – Have agreed an eventual 20% rent increase

#### **Current rent**

The current rent is £873.92 + VAT (£174.78) = £1048.70 since October 2016 with no increases during this time.

The council would like to increase the rent by 20% to £1048,70 plus VAT = £1258.44

#### **The following steps were agreeable:**

- Whilst in Pavilion only – 50% discount on current charge £436.96 + VAT = £524.35
- First 2 months in Village Hall – at current charge
- Next 4 months 10% increase on current charge £961.31 + VAT = £1153.57
- After this 20% increase on current charge (as above)

#### **Questions to be considered**



**Temporary use of Zone 1** – Kids Club have asked if they can use this space on a temporary basis to continue to support the schools in maintaining the safety bubbles (for KS1 and KS2). Panash was well aware that the parish council will need to generate income from zone 1 as soon as possible and asked for use **only whilst we cannot offer out to other users or when it is not booked out (latest July 19<sup>th</sup>)**. On this basis and with the proper cleaning afterwards we need to consider whether this is acceptable.

**Holiday Club** – Kids Club often run holiday clubs in all school holidays and have asked for an indication of the cost of hiring the hall. Our provisional rent for the hire of the hall is £12 per hour + VAT – if they were block booking (if this did not conflict with other users) then is there an alternative daily rate? For the old village hall we charged £50 per day (obviously this is low but maybe something in-between)

**Moving in** – the biggest question for Kids Club – The biggest fear is that when the schools re-open on the 8<sup>th</sup> March all the children will be returning to school and they will not have the space to provide for the demand. Currently a firm date is not yet known. They have asked if there is the possibility of using the nursery on a temporary basis should the hall not be ready in time.

## **21F/030.**

### **Kebab van contract**

## **21F/031.**

### **External Management of Alarm systems**

We have four buildings at the King George V Playing Fields, each with Fire, Intruder and, for the newer buildings - CCTV systems.

The Sports Pavilion has a GSM link which sends a short alert message to the next person on a list of monitors who decide on whether or not a visit is necessary before cancelling and resetting the audible alarm. Nothing of value is generally stored in the building which is also protected by roller steel shutters and security locks.

The new buildings are larger, higher value and may contain items of some value with the added risk that members of the public can visit and establish what may be attractive enough to set up a later shopping trip.

Both are basically secured using locked doors with steel roller shutter overlays. In addition:

- The main points of entry are secured using a pre-programmed card-based access control system limiting which visitors are allowed access and when.
- Fire and Intruder detection systems are installed throughout and can send an alert message to an external centrally-monitored system allowing further investigation of CCTV and/or callout to a trusted CPC Security Monitor or the Police.