

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 30th March 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 30th March at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

21F/035. 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/036. 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/037. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 23rd February 2021 be signed as a correct record.

21F/038. 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 22nd March 2021 *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/039. Management Accounts (to 31st January 2021) - RFO

21F/040. Bank Reconciliation (to 31st January 2021) – RFO

21F/041. Village Hall/Nursery cashflow position – Cllr Morris

21F/042. Policy/Document review – Cllr Morris & RFO

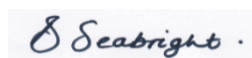
- Risk assessment
- Financial Regulations
- Standing Orders
- Internal Controls Document
- Child Protection
- Communication
- Community Engagement
- Complaints Procedure
- Health and Safety
- Model Publication Scheme

21F/043. Rates for Kids Club to hold their holiday club and rates for use of Zone 1 - RFO

21F/044. Matters for consideration at the next meeting.

21F/045. Date of next meeting – TBA

21F/046. Close of meeting –

 Seabright

23rd March 2021

Right Side Entrance, Community Centre

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

21F/037.

DRAFT Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held via Zoom on Tuesday 23rd February 2021 at 7.30pm

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

21F/021. Chairman's Introduction and Apologies for absence – Cllr Collinson (Illness), McCarthy (Personal)

21F/022. To accept Declarations of Interest and Dispensations – None given

21F/023. Minutes –Resolution that the minutes of the Finance Committee meeting held on Thursday 28th January 2021 be signed as a correct record. **RESOLVED.**

21F/024. Public Participation – One member of the public present.

21F/025. Management Accounts (to 31st January 2021) – Noted that there is an underspend on the youth budget due to the Connections Bus not being able to operate during Covid. Contract negotiation with the groundsman is nearly complete. The committee were satisfied that the management accounts are an accurate record.

21F/026. Bank Reconciliation (to 31st January 2021) - The RFO and Cllr McCarthy completed a bank reconciliation. The committee were satisfied that the bank reconciliation is an accurate record.

21F/027. Future options for paying off loans – The committee looked at some ways in which the five loans might be paid off. The primary repayment method is from the supplementary precept. Expected s106 payments over the next few years may mean that the parish council is able to pay off one or more of the five loans or able to offset the money to reduce the precept. It is also hoped that as the Village Hall starts to generate an income then this will be used to either help pay off loans or reduce future precepts.

21F/028. Cashflow position – A cashflow was not completed for the meeting tonight due to time pressures. Committee members expressed disquiet that FLAC does not have access to our current cash flow position for the project. There is an expectation that a report will be produced for the next full council meeting detailing the project finances. The application for an additional loan is ongoing but they require some additional information. Some issues discussed around being able to use all the space in the Village Hall to help with potential income, but the funding required up front to pay for a complete fit out necessary is high.

21F/029. Kids club contract – The committee considered a draft contract for Cambridge Kids Club. The contract will be updated to incorporate the decisions made and sent out to the committee. The committee asked that a solicitor look at the document to ensure that we have not missed anything.

21F/030. Kebab Van contract – The committee spoke briefly about a need for a contract for the kebab van looking at rental charges, litter issues and willingness to formalise the informal agreement that he locks the gate at the end of the night as he leaves.

21F/031. External Management of alarm systems – We have two new buildings, both are secured using locked doors with steel roller shutter overlays, in addition the main points of entry are secured using pre-programmed card-based access 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 which can then do a callout to a trusted CPC security monitor or the police. We are currently looking at setting this up (possibly one year contract).

21F/032. Matter for consideration at the next meeting –

- Bank Reconciliation and Management accounts
- Cashflow position

21F/033. Date of next meeting – TBA

21F/034. Close of meeting – 9.14 pm

Signed _____ (Chair) Date _____

21F/039.

Management Accounts – Sent out separately.

21F/040.

Bank reconciliation February 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
£94,827.11	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
£56,733.42	Bank account 6 UT Project
£ (10.00)	Multipay card
£371,946.10	Total Cash at Bank (as of the 28th Feb 2021)
- £12,211.32	Creditors
+£0	Debtors
£359,734.77	Net balance on bank reconciliation

+ VAT owing £34,849

Minus Accruals £2000

Minus PAYE: £1193.06

Net assets: £391,390.71

Debtors

Creditors (including VAT)

- AJ King – £3800.00 (Groundsman invoice)
- Algar Signcraft - £1836 (Sign for VH)
- Amazon £29.90 (Post box for VH)
- Backstop £60 (Accountancy support)
- British Gas £102.36 (Invoice)
- BCS - £42.00 (Payroll)
- Calor Gas - £1208.08 (Gas delivery)
- Calor Gas - £17.99 (standing charge)

- CSA - £101.66 (Hand wash/sanitisers for the VH)
- RFO - £10.90 (Sim card for pavilion)
- Planning Portal - £58.00 (planning applications)
- Robin Hood Energy - £723.78 (Electric invoice for VH)
- SEH French - £2521.20 (Work at ladybirds)
- Shred Station - £52.80 (Blue bin collection)
- SSE Southern Electric - £1579.87 (Electric invoice)
- Street solution UK - £37.98 (Flood equipment)
- Xero - £28.80 (monthly accountancy package cost)

Total £12,211.32

21F/041.

Village Hall/Nursery Project cashflow position.

Below is our financial position as of the 25th of March 2021

Bank	
Cambridge Building Society	£71,839.79
Nationwide Building Society	£50,097.95
Triodos Savings Account	£50,437.60
Unity - Project account	£88,236.91
Unity - savings account	£48,020.23
Unity - Select current	£83,281.23
Unity Trust Multipay card	-£92.11
Total Bank	£391,821.60
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Current Assets	
Accounts Receivable	-£495.55
VAT	£2,359.55
Total Current Assets	£1,864.00
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Total Assets	£393,685.60
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Liabilities	
Current Liabilities	
Accounts Payable	£14,572.51
Accruals	£2,000.00
Net Wages	£4,776.53
P.A.Y.E.	£1,333.36
Total Current Liabilities	£22,682.40
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Total Liabilities	£22,682.40
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Net Assets	£371,003.20
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Equity	
Current Year Earnings	£63,658.09
Environmental Audit Group donation fund	£411.49
General reserve	£100,000.00

Hall/Nursery Fund	£73,550.13
Other reserve	£1,481.70
s106 Bus Shelter	£8,385.16
s106 Off-site Sports	£25,378.09
s106 Open Spaces	£93,053.00
s106 Public Art	£3,535.54
Zero Carbon Grant reserve	£1,550.00
Total Equity	£371,003.20

We are expecting an invoice from SEH French very soon and an approximate estimation of this final invoice is £161,780.96 + VAT = £194,137.15 (however this is subject to change). Payment term for the invoice is 2 weeks

Payments leaving the account after next full council meeting on the 6th April are:

Project account - £6926.89

Current account - £12,171.27

After these amounts have been deducted, we will need to find the money for the SEH French invoice. Currently we have £73K (less 7K after payments) in the Project account £63K (less 12K after the payments) and £100K in the General Reserve.

First half of Precept due in mid to late April which will be £149,637

The effects of COVID-19 have significantly suppressed the level of s106 contributions received to date being less than £500K, compared to the expected £750K. Delayed income from the facilities has been largely offset by deferring some costs so the current cash shortfall is expected to be within £230K. Permission has been requested to borrow an additional £230K interest-free over 2 years. The loan application for £230K is ongoing, all the supporting documents have been submitted and we are waiting to hear from them, no time scale given as yet as to a decision.

21F/042.

Policy/Document review

- Risk assessment
- Financial Regulations
- Standing Orders
- Internal Controls Document
- Child Protection
- Communication
- Community Engagement
- Complaints Procedure
- Health and Safety
- Model Publication Scheme

21F/043.

Holiday Club

- Kids Club would like to run a holiday club during school holidays. Current suggested rates are £12+ VAT per hour (they would be using the hall for approximately 10 hours per day)
- Kids Club have said that they generally have up to 15 children for holiday club sessions.

Zone 1 rates –

- They are hoping to be able to use Zone 1 on a more regular basis going forward and have asked for a sessional hire cost for the breakfast club and afterschool club – Kids club have suggested £4.50 for breakfast club and £9 for Afterschool club (so if fully utilised would bring the Parish Council £81 (including VAT) a week.