

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 22<sup>nd</sup> June 2021**

**To: Members of the Finance, Legal and Administration Committee (FLAC)**

You are hereby summoned to attend a Finance Committee meeting  
To be held at Cottenham Village Hall on Tuesday 22<sup>nd</sup> June 2021 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**21F/061. 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/062. 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/063. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 29<sup>th</sup> April 2021 be signed as a correct record.

**21F/064. Public Participation** – *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/065. Review Management accounts - P&L & Balance sheet to the end of May 2021 - RFO**

**21F/066. Village Hall** – review cashflow spreadsheet, considering income streams, scheduling of s106 monies, loan repayments, precept receipts & final SEH French invoice payment – Cllr Ward & Bolitho

**21F/067. Village Hall** – Consider additional borrowing requirements – Cllr Ward

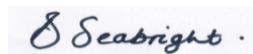
**21F/068. Village Hall** – Review draft Business plan – Cllr Ward

**21F/069. Asset register** – addition of Village Hall & Nursery buildings - RFO

**21F/070. Matters for consideration at the next meeting -**

**21F/071. Date of next meeting** – Tuesday 27<sup>th</sup> July 2021

**21F/072. Close of meeting** –



Right Side Entrance, Community Centre

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15<sup>th</sup> June 2021

**21F/063**

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

Meeting held via Zoom on Thursday 29<sup>th</sup> April at 7.30pm

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

**21F/045. Chairman's Introduction and Apologies for absence** – None

**21F/046. To accept Declarations of Interest and Dispensations** – None given

**21F/047. Minutes** – Minor typo in item 21F/042. Resolution that the minutes of the Finance Committee meeting held on Tuesday 20<sup>th</sup> March 2021 be signed as a correct record.

**RESOLVED.**

**21F/048. Public Participation** – One member of the public present.

**21F/049. Update - Village Hall/Nursery Project** – The Village Hall and Nursery have achieved “partial completion” status with a 2.5% retainer left to pay in approximately 12 months after the defect rectification period. There has been a recent onsite meeting led by our Architects to review the list of currently known defects, most of which are cosmetic and SEH French have begun work to rectify these. The project remains within the overall budget although much of the contingency budget has been used, mostly by expanding the scope of the SEH French construction work such as the emergency access road, car park improvements & lighting improvements. Delays on s106 receipts and income generated due to COVID-19 have led to a cash shortfall which we hope to bridge with a further PWLB loan which has yet to be processed. Our ability to open facilities and generate income has been affected by COVID-19.

Operator selection for the Nursery is proceeding well, a selection panel met with short-listed candidates yesterday. The plan is to meet with the successful candidate to review the ‘Heads of Terms’, the successful candidate will update their business plan then a draft final contract will be drawn up and presented at a full council meeting for ratification. If all goes to plan (this is mostly Ofsted dependent) the operator is hoping to start in September this year. Standing orders suspended at 7.41pm for resident (Cllr Ward) to give an update on the Bar Operator application pack which she has put together, the document looks at our expectations of the bar operator and outlines several questions for the applicant. When they are returned to us the selection panel will use a scoring system to analyse the potential operators. The document has been reviewed by the Village Hall pre-launch working party. FLAC looked at the document and asked questions around the deposit charge and how applicants are invited to offer available times and suggest a fee which they feel they could pay to the council for running the bar facilities. Cllr Ward plans to finalise the document tomorrow and send out to interested parties. Standing orders reinstated at 7.59pm. There have been questions raised about whether the parish council can meet in premises used for the supply of alcohol. Proposal that RFO seeks legal advice asking “What, if any, form of licensing and operation of bars selling alcohol within a Hall owned by the Parish Council, would allow the Parish Council and its Committees to meet legally, possibly with minor restrictions, in those premises within the terms of Local Government Act 1972 which appears to still be applicable “meetings of a parish council shall be held at such place, either within or without their area, as they may direct, but shall not be held in [F28]premises which at the time of such a meeting may, by virtue of a premises licence or temporary event notice under the Licensing Act 2003, be used for the supply of alcohol (within the meaning of

section 14 of that Act)] unless no other suitable room is available either free of charge or at a reasonable cost.” The committee did consider other available meeting venues, all are chargeable. Proposal that the RFO seek legal advice on this matter and fed back to full council - **RESOLVED.**

**21F/050. Consider Early Years Nursery Committee – draft Terms of Reference** – The committee looked at the draft ‘Terms of Reference’ document for the Early Years Committee. The proposal is that the committee will have 6 members and be made up of 3 members of the parish council, a representative of Cottenham Primary School, a representative from Cambridgeshire County Council and a representative from the Nursery Management Team. The quorum necessary for the transaction of any business shall be 3. Minutes will be taken at the meetings. The areas of responsibility and the delegation of powers are all detailed in the Terms of Reference document. Proposal that the committee accepts the Terms of Reference document for the Early years committee - **RESOLVED.** Cllr Young expressed concern that Cottenham residents get fair use of the facilities, Cllr Morris said that this will be considered with the Nursery operator.

**21F/051. Review draft Year-end accounts** – The committee reviewed the draft accounts for 2020-2021 and agree that they are an accurate record. There were questions around whether our general reserves were adequate, the generally accepted recommendation with regard to the appropriate minimum level is that it should be maintained at between three- and twelve-months net revenue expenditure.

There was a question around a figure in the asset register that did not specify the item, the RFO will investigate this. It was recognised that our asset register will need updating soon to reflect some of the new fixtures and fittings that has been purchased for the Village Hall.

**21F/052. Consider charges for Electric Vehicle charger** – The Electric Vehicle charger is now installed at the recreation ground, and we need to complete the process with Pod Point which is to agree the rate for use. Some comparison rates £1.50/£2 per hour for 3 hours then £4/£5 per hour or 20-25p per kwh we looked at. The agreed tariff will show up in Smart Reporting under Pay-As You-Go Pricing. Drivers will be billed through the Pod Point App and these funds will go directly to Pod Point. Reimbursement is arranged via BACs transfer and should be initiated by a request to the Pod Point Account Manager. The committee agreed that Cllr Morris and the Clerk could agree these charges within the above perimeters.

**21F/053. Consider charges for kebab van** - The Kebab van has been operating on the recreation ground for a number of years and has proven very popular in the village. It has however been noted that there has been an increase in litter left around the site. The committee agreed that it needs to cover the cost of the cleaning up and disposal of additional litter but did recognise that the owner of the van locks the recreation ground gate at the end of each day. The committee agreed to put together a basic agreement detailing trading times, litter procedures and the locking of the gates. Proposal that there should be a monthly charge of £100 + vat per month – **RESOLVED.**

**21F/054. Consider implications of trading on KGV land at the Recreation ground** – After careful consideration the new buildings are outside the scope of KGV land. Any trading outside of the buildings that is not related to the KGV charity’s aims related to sport and leisure may need to be passed through the KGV charity and declared to the Charity Commission. This affects the Kebab van and may affect future trading.

**21F/055. Consider Procurement Procedure legislation from NALC for Financial regulations and Standing Orders** – The RFO has looked at the recent legislation and found that our current Financial Regulations and Standing orders already have the relevant information included.

**21F/056. Review Complaint's procedure** – Noted that the policy needs the office address updating (in section 3). The councillor reviewing this document has since resigned so the item deferred.

**21F/057. Model Publication Scheme** – At the previous FLAC meeting Cllr Collinson reviewed this document and queried officer expenses, it was agreed that published on website and where it says, “No CPC administered burial grounds or closed churchyards” and whether this statement is true. The burial working party established that CPC does have burial grounds however they are not administered by the parish council which makes the statement in the scheme accurate. However, a brief note in the document will be added to explain this.

**21F/058. Matter for consideration at the next meeting –**

- Bank Reconciliation and Management accounts for April 21
- Look at reserves in relation to potential loan and how the money should be allocated.

**21F/059. Date of next meeting** – Tuesday 25<sup>th</sup> May at the Village Hall

**21F/060. Close of meeting** – 8.53pm

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

**21F/065. Review Management accounts** – Sent out separately.

**21F/066. Village Hall** – review cashflow spreadsheet which will be sent out separately.

**21F/067. Village Hall** – Consider additional borrowing requirements

The council received an email from Parish Borrowing regarding our loan application. In summary the application for a new loan for two years is not possible due to our preferred repayment method, as any additional loan would need to stick to the usual loan repayment schedule on a ½ yearly basis, rather than only pay the interest back and then the capital at the end of the two years.

Another option would be to seek a loan on an annuity basis – This can be checked via the following link: <https://www.dmo.gov.uk/data/pdfdatareport?reportCode=D9A.1>

Any borrowing means that the annual cost would need to be incorporated within the budget so that they are able to identify how the Council would be able to afford the loan repayments.

**21F/068. Village Hall** – Review draft Business plan which will be sent out separately.

**21F/069. Asset register**

As our new buildings (Village Hall and Nursery) are now complete they can be added to our asset register.

|   |                          |             |                       |                         |
|---|--------------------------|-------------|-----------------------|-------------------------|
| Cottenham Parish Council                                |                          |             |                       |                         |
| Assets Register   |                          |             |                       |                         |
| Reviewed and approved by FLAC on 27.9.2016              |                          |             |                       |                         |
| Updated and approved by FLAC on 30.3.2017               |                          |             |                       |                         |
| Reviewed and approved by FLAC on 24.05.18 item 18F/244  |                          |             |                       |                         |
| Reviewed and approved by FLAC on 29.01.19 item 19F/013  |                          |             |                       |                         |
| Addition error in the assessed value corrected 30/04/19 |                          |             |                       |                         |
| Reviewed by full council May 2019 item 19/094           |                          |             |                       |                         |
| FLAC - addition of 2 defibrilators 24/09/19             |                          |             |                       |                         |
|   | <b>Date Purchased</b>    | <b>Cost</b> | <b>Assessed Value</b> | <b>Insurance Totals</b> |
| <b>Buildings</b>  |                          |             |                       |                         |
| Nursery   | Built completed March 21 |             |                       | 1000.000                |
| Village Hall  | Built completed March 21 |             |                       | 2750.000                |