

To all Members of Cottenham Parish Council

You are hereby summoned to attend an **Ordinary Parish Council Meeting**

To be held in the Village Hall, Recreation Ground, Cottenham on Tuesday 8th June 2021 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 21/115. Chair'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.*
- 21/116. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary 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).*
- 21/117. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 4th May 2021 be signed as a correct record.
- 21/118. Public participation** - *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come into force on 4 April. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. To obtain access to the meeting please contact the Clerk who will send you the invitation information. 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 asked to restrict their comments and/or questions to 3 minutes in order to allow other people to 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.*
- 21/119. Reports**
- **SCDC** – report circulated prior to the meeting
 - **CCC** – report circulated prior to the meeting
 - **Clerk** – report circulated prior to the meeting
 - **Major developments** – Cllr Hewitt/Clerk
 - **Village Hall & Nursery** – Cllr Hewitt/Ward
 - **Pre-launch working party** – Cllr Ward
- 21/120. Internal audit** – Consider review of internal audit report – RFO
- 21/121. Annual Governance Statement** – Review and approve the Annual Governance Statement 2020/21 as part of the Annual return for the year ended 31st March 2021 - RFO
- 21/122. Accounting Statements** – Review and approve the Accounting statements 2020/21 as part of the Annual return for the year ended 31st March 2021 - RFO
- 21/123. Bank Signatory arrangements** - Proposal to remove ex Cllr Morris and Cllr Bolitho from the bank signatory list and add Cllrs Hewitt and Hutchison - RFO
- 21/124. Bank reconciliation arrangements** – to consider that Cllr Ward checks the bank reconciliations with RFO at least quarterly as per councils Financial Regulations - RFO
- 21/125. Co-option** – consider application for co-option to the Council – Clerk
- 21/126. Nursery operator** – to consider agreeing the terms in the final draft of the Chestnut nursery contract – Asst Clerk
- 21/127. Kids Club holiday rates** – to consider revisiting a previous resolution (item 21/069) relating to the charges for the Kids Club Holiday rates. Since this resolution, new information has come to light and the charges require adjustment with a banding price scheme taking into account how many children are using the holiday club - RFO
- 21/128. Summer Reading Challenge** – to ratify grant of £200 to Cottenham Library for their annual summer reading challenge (previously approved under delegated authority by Cllr Hewitt, RFO and Clerk) - Clerk

21/129. Tennis Club Social – to ratify permission for Cottenham Tennis Club to hold a summer social on Sunday 27th June (previously approved under delegated authority by Cllr Hewitt, RFO and Clerk) – Clerk

21/130. Village Green banner – to ratify permission for Open Studios to site a banner on the village green during July (previously approved under delegated authority by Cllr Hewitt and the Clerk) - Clerk

21/131. Monthly payments

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£691.40	£829.68	
Whyatts Fair	Green Hire for funfair	£900.00	£1,080.00	
Whyatts Fair	Electric recharge	£24.28	£29.14	
Cottenham Hotspur	Hire of Football pitch (one off)	£20.00	£24.00	
2nd Cottenham Scouts	Recreation ground hire	£8.00	£9.60	
HMRC	Vat payment	£1,376.29	£1,376.29	
Bowls Club	Electric recharge	£1,062.67	£1,062.67	
		£4,082.64	£4,411.38	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for June 2021	£5,068.89	£5,068.89	
HMRC	Tax and NI for May 2021 (month 2)	£901.56	£901.56	
Chubb	Annual fire extinguisher maintenance plan for Village Hall	£686.40	£823.68	2026
British Gas	Electric (Monthly) for the Village Hall (DD)	£1,159.41	£1,217.38	2040
Sotham Engineering	Instalation of scene setting plates on both floors of Village Hall	£2,048.49	£2,458.19	2053
AJ King	Monthly ground maintenance	£3,166.67	£3,800.00	2054
AJ King	Additional work carried out at Village Hall	£593.03	£711.64	2055
		£13,624.45	£14,981.34	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension June 21 (DD)	£361.41	£361.41	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
Backstop Ltd	Accountancy support for the month	£50.00	£60.00	2027
Xero	Accountancy package for the month (DD)	£24.00	£28.80	2028
MB Cleaning Services	Cleaning services - Village Hall April 2021	£255.00	£255.00	2029
Shred Station	Blue bin collection from office	£44.00	£52.80	2030
Caprari Ltd	Work on pumps in the Village Hall	£250.00	£300.00	2031
Calor	Standing charge (DD)	£17.13	£17.99	2032
Chubb	Annual fire extinguisher maintenance plan for the Nursery	£354.00	£424.80	2033
RFO	Staples and sticky notes	£6.15	£7.38	2036/2037
RFO	Printer paper	£2.85	£2.85	2038
British Gas	Electric (Monthly) for the Nursery (DD)	£90.92	£95.47	2039
RFO	Expenses re the sim card for the pavilion	£9.20	£11.04	2041
CSA	Liquid soap & Kitchen jumbo rolls	£49.42	£59.31	2042
SSE Southern Electric	Invoices for street lighting (3 sites)	£115.56	£121.32	2043
BCS	Payroll processing April 21	£61.00	£73.20	2044
Urbancomms	Set up and first month of Internet at the Village Hall (DD)	£369.70	£443.65	2045
Urbancomms	Set up and first month of Internet at the Nursery (DD)	£369.70	£443.64	2046
CAPALC	Code of conduct training x1	£40.00	£40.00	2047

CAPALC	Code of conduct training x2	£80.00	£80.00	2048
Caprari Ltd	Work on pumps at the recreation ground	£200.00	£240.00	2049
CB Creative	Design & produce 9 interior signs for Village Hall	£425.00	£510.00	2050
Travis Perkins	Padlock	£37.64	£45.17	2051
SSE Southern Electric	Electric (Monthly) for the pavilion DD	£253.60	£304.32	2052
Watch the Dot	Premium hosting annual charge	£120.00	£144.00	2057
Rospa	Annual inspection of the play ground and skate park	£304.50	£365.40	2058
		£4,062.78	£4,693.95	
Multipay Card				
Amazon	Telephone cable for the Village Hall	£17.47	£20.97	2034C
O2	Phone top up for assistant clerk	£10.00	£10.00	2035C

Resolution to ratify payment of these invoices previously approved under delegated authority – RFO. As per delegated authority (agreed at the April 2021 Full council meeting) the payments list was circulated to Cllr Bolitho (Chair of Finance meeting), Cllr Hewitt (Chair of Council), the RFO and the Clerk for authorisation and has now be processed for payment by Cllr Ward and Cllr Young.

- 21/132. Invoice for payment** – to consider and authorise payment to Clerk for expenses relating to invoice Iliffe Media Publishing (Customer account number AD1028 dated June 1st 2021) for £96 + VAT - total £115.20 for Advert for the Premises License – RFO
- 21/133. Invoice for payment** – to consider and authorise payment to Heelis and Lodge for Internal Audit (Invoice number HL9177 dated 28th May 2021) for £450 (includes VAT) – RFO
- 21/134. Management accounts** – to consider and authorise payment to Heelis and Lodge for Internal Audit (Invoice number HL9177 dated 28th May 2021) for £450 (includes VAT) – RFO
- 21/135. Management accounts** – to review the monthly management accounts - FLAC
- 21/136. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 21/137. Matters for consideration at the next meeting**
- 21/138. Dates of next meetings** – FLAC 22nd June, Planning 24th June, Full 6th July
- 21/139. Close of Meeting**



Jo Brook - Clerk

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3rd June 2021