

DRAFT Finance, Legal and Administration Committee (FLAC) Minutes
Meeting held at the Village Hall, Cottenham on Tuesday 27th July at 7.30pm

21F/073. Election of Chairman – Proposal that Cllr Bolitho continues as chair of the Finance Committee - **RESOLVED**

Present: Cllrs Bolitho (chair), Collinson, Hewitt, Ward & RFO

21F/074. Chairman's Introduction and Apologies for absence – Cllr Stewart (work), Hutchison (Absent) & Young (Absent)

21F/075. To accept Declarations of Interest and Dispensations – None given

21F/076. Minutes – Resolution that the minutes of the Finance Committee meeting held on Tuesday 22nd June 2021 be signed as a correct record - **RESOLVED**.

21F/077. Public Participation – One member of the public present

21F/078. Management accounts – The committee reviewed the P&L and the Balance sheet to the end of June 2021 and were satisfied with the accounts. Electricity costs have been a concern for the council and the committee discussed options for our electricity supplier, Cllr Henderson has been doing a lot of research in this area. Based on current information FLAC favoured a one-year contract with British Gas for the Village Hall and a three-year contract with EDF for the Green and the Pavilion. SSE is likely to continue with the street lighting as it is very difficult to find an alternative provider for these. This will be further discussed at the August full council meeting.

21F/079. Additional borrowing requirements – The committee considered additional borrowing needs taking into account cashflow projections, including running costs, income streams, scheduling of s106 payments, loan repayments, precept receipts, kitting out costs and the final SHE French invoice. Several stress tests were undertaken using various financial scenarios and after consideration Proposal that FLAC recommends to full council that the council applies for a PWLB loan of £50K over 15 years - **RESOLVED**

21F/080. Draft budget 22-23 – The committee looked at the draft budget and were satisfied that it is an accurate reflection given current information. Resolution that should we apply for additional borrowing that the draft 22-23 budget be submitted as part of the loan application (as above) - **RESOLVED**

21F/081. Kitting out the Balcony room at the Village Hall – the committee looked at the kitting out requirements for the balcony room including chairs, tables, white goods, and an oven. FLAC recommends to full council that a budget of £8K (excluding VAT) be allocated to cover the cost of kitting out the balcony room in the village hall – **RESOLVED**

21F/082. Sanitary waste disposal contract – the committee considered three quotes to provide bins and collect sanitary waste and resolved to appoint Rentokil Initial (monthly collections) at a cost of £216.50 a month for a contract period of three years – **RESOLVED**

21F/083. Groundsman contract – the committee looked at the groundsman contract. Resolution to recommend to full council to increase the contract price by 10% on current scope of work to cover cost of inflation and materials (last increase was in 2017) and then an additional £8k per year for additional work including increased sports team usage of the recreation ground and associated works, additional work at Crowlands moat, pressure washing of bus shelters, and the additional areas of Wilkin walk, Narrow Lane, Warg Field and Fen Reeves meaning that the contract value will increase from £38K (before VAT) per year to £49,800 (before VAT) – **RESOLVED**

21F/084. Social Media Marketing for the Village Hall – FLAC recommends to full council that we employ 'The Little Social Company' to carry out a report of the council's social media marketing

strategy for £100 and then to pay a monthly cost of £200 for two months for work to increase our social media presence (total £500) and then to review the success of this work – **RESOLVED**

21F/085. Grant application from the Rowan charity - a Cambridge based charity for people with learning disabilities that has benefitted Cottenham residents. Proposal that FLAC recommends to full council that we grant £150 to the charity – **RESOLVED**

21F/086. Defibrillator – we have received donations from Cottenham United Football Club and the COLTS of £600 towards the cost of a storage box for the defibrillator to be located on an outside wall of the village hall. FLAC proposes that we purchase the Defibsafe option at £525 + VAT and a budget of £250 (excluding VAT) for electrical work and a plaque recognising the donation from the football clubs – **RESOLVED**

21F/087. Refund to Cottenham Charities – three invoices were identified dating back to 2017 for water recharges where VAT was charged in error. FLAC proposes that we repay Cottenham Charities for the VAT charged at a cost of £95.19. **RESOLVED.** Cllr Hewitt neither took part in this discussion or voted.

21F/088. Matter for consideration at the next meeting –

21F/089. Date of next meeting - 28th September 2021

21F/090. Close of meeting – 9.09pm

Signed _____ (Chair) Date _____