

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 28<sup>th</sup> September 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 28<sup>th</sup> September 2021 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**21F/091. 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/092. 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/093. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 27<sup>th</sup> July 2021 be signed as a correct record.

**21F/094. 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/095. Review Management accounts & Bank reconciliation** - to the end of August 2021 – RFO

**21F/096. Review updated cashflow** – Cllr Ward

**21F/097. Set deadline for grant applications** – suggested date is the 29<sup>th</sup> of October 2021 – RFO

**21F/098. Multipay Card limit** – consider extending the existing limit of £300 a month - RFO

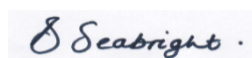
**21F/099. Consider draw down date for additional loan following successful application** - RFO

**21F/100. Budget planning for 2022-2023** – consider likely income/expenditure - RFO

**21F/101. For consideration at the next meeting** -

**21F/102. Date of next meeting** – Tuesday 26<sup>th</sup> October 2021

**21F/103. Close of meeting** –



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21<sup>st</sup> September 2021

## 21F/093 Minutes

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

Meeting held at the Village Hall, Cottenham on Tuesday 27<sup>th</sup> 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 22<sup>nd</sup> 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** - 28<sup>th</sup> September 2021

**21F/090. Close of meeting** – 9.09pm

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

**21F/095. Review Management accounts – Sent out separately.**

**Bank Reconciliation check:**

**Reconciliation Check: August 2021**

Bank Reconciliation to 31/8/21

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	250,769.56 ✓ 21/9/21	Signed by CW <i>CW</i>
Unity Trust project account	2,440.01 ✓ 21/9/21	Signed by CW <i>CW</i>
Unity Trust deposit account	40,020.23 ✓ 21/9/21	Signed by CW <i>CW</i>
Cambridge Building Society account	71,839.79 ✓ 21/9/21	Signed by CW <i>CW</i>
Triodos account	50,451.70 ✓ 21/9/21	Signed by CW <i>CW</i>
Nationwide account	5,143.62 ✓ 21/9/21	Signed by CW <i>CW</i>
Multipay Card	0 ✓ 21/9/21	Signed by CW <i>CW</i>
	Total in bank accounts: £420,664.91	<i>CW</i>

Xero accounting system & bank statement balances agree	Signed by CW <i>CW</i>
Reconciliation adds up.	Signed by CW

Add Accounts receivable £527.10	<i>CW</i>	Xero
Add VAT due £2048.60	<i>CW</i>	Xero
Minus Accounts Payable £12,034.60	<i>CW</i>	Xero
Minus Accruals £2000	<i>CW</i>	Xero
Minus PAYE £908.95	<i>CW</i>	Xero
Minus rounding £0.05p	<i>CW</i>	
<b>Net Asset figure £408,297.01</b>	<i>CW</i>	

Sign - CW (Checked date 21/9/21) *CW*

## 21F/098. Multipay Card

The parish council staff use a debit card (Multipay card) and there is currently a maximum amount that can be purchased on the card of £300 per month (in total). Over recent months there have been occasions when either a single purchase or multiple purchases required have exceeded this amount and to prevent disruption the staff have made the purchases and recharged as expenses. This is not an ideal situation.

Financial regulations 6.18 & 6.20 below relate to the debit card:

6.18	Any Debit Card issued for use will be specifically restricted to the Clerk, assistant Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or FLAC in writing before any order is placed.
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6.20	Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, assistant Clerk and RFO and shall be subject to automatic payment in full at each month-end.  Personal credit or debit cards of members or staff shall not be used under any circumstances.
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## 21F/099. Draw down date for 50K Loan

The parish council have successfully applied for a loan of 50k which has been approved by the Ministry of Housing, Communities & Local Government.

### Lending to Parish, Town and Community Councils

The facility lends to town and parish councils (in England) and town and community councils (in Wales). Applicants must obtain a borrowing approval from the Ministry of Housing, Communities and Local Government (MHCLG) - formerly DCLG, for which they should approach their County Association of Local Councils or, in the case of Welsh councils, the Welsh Government.

Applications should be made on form [LC1](#).

All documents must be emailed to the PWLB lending facility ([pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)) two weeks before the loan is required.

A guidance note [LC2](#) is available regarding applying and the early repayment of loans.

Please consult the [FAQ](#) document for any additional information.

Our existing loan repayment dates are on the 29<sup>th</sup> April and 29<sup>th</sup> October. The council needs to ensure that the first repayment for the new loan falls in the next financial year.