

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Tuesday 26<sup>th</sup> October 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 26<sup>th</sup> October 2021 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**21F/104. 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/105. 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/106. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 28<sup>th</sup> September 2021 be signed as a correct record.

**21F/107. 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/108. Review Management accounts & Bank reconciliation** - to the end of Sept 2021 – RFO

**21F/109. Review updated cashflow** – Cllr Ward

**21F/110. Consider grant application from Ladybird's preschool** - RFO

**21F/111. Budget planning for 2022-2023** – consider likely income/expenditure – RFO

**21F/112. Motion to exclude press and public** – consider the resolution to exclude press and public from the discussions related to item 21F/113 – Cllr Ward

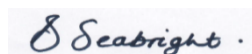
It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at Agenda item 21F/113 namely consideration of staff salary grades it is advisable in the public interest that the Public and Press be temporarily excluded from the meeting, and they are herewith instructed to withdraw. Persons invited to remain are Cottenham Parish Councillors & staff employed by Cottenham Parish Council.

**21F/113. Discuss staff salary grades and future budget for staff pay** – HR Committee

**21F/114. For consideration at the next meeting** -

**21F/115. Date of next meeting – Thursday 18<sup>th</sup> November 2021**

**21F/116. Close of meeting** –



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21<sup>st</sup> September 2021

## 21F/106. Minutes

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

Meeting held at Cottenham Village Hall on Tuesday 28<sup>th</sup> September 2021 at 7.30pm

**Present:** Cllrs Bolitho, Collinson and Ward and the Clerk

**21F/091. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllr Young (personal) and RFO. Noted that Cllr Stewart wishes to step down from the Committee.

**21F/092. To accept Declarations of Interest and Dispensations** – No declarations received. Cllr Hewitt arrived at 7.32pm.

**21F/093. Minutes** – Noted that item 21F/080 the minutes don't match the figure in the resolution. The correct figure of £45,800 was ratified by Council (21/182). The mistake is in the resolution and not the minutes was based on faulty information. Resolution that the minutes of the Finance Committee meeting held on Tuesday 27<sup>th</sup> July 2021 be signed as a correct record. Proposed Cllr Hewitt and seconded by Cllr Ward. **RESOLVED.**

**21F/094. Public Participation** – No public present.

**21F/095. Review Management accounts & Bank reconciliation** - to the end of August 2021 It was noted that the second half of the precept had been received since the document cut off. Management accounts noted. Need to look at projects from reserves. Cllr Ward queried whether we top up the general reserve back to £100k from the S106 monies. RFO to action.

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

**21F/097. Set deadline for grant applications** – Resolution to set grant application date to the 29<sup>th</sup> October 2021. Proposed Cllr Hewitt and seconded by Cllr Collinson. **RESOLVED.**

**21F/098. Multipay Card limit** – Resolution to extend the existing limit of £300 a month on the Multipay card to £1000 per month with a single transaction limit of £500 (as per Financial Regulation 6.18). Proposed Cllr Ward and seconded by Cllr Hewitt. **RESOLVED.**

**21F/099. Consider draw down date for additional loan following successful application** – Resolution to recommend draw down date of 15<sup>th</sup> October for the additional £50k loan. Proposed Cllr Ward and seconded by Cllr Hewitt. **RESOLVED.** Item to go to full council to ratify.

**21F/100. Budget planning for 2022-2023** – consider likely income/expenditure – Need to look at maintenance budgets for the pavilion, hall, playground, and Ladybirds. RFO to look at what has been spent over the past couple of years and add a percentage. Cllr Ward has gone through current figures and suggested some revised figures. Noted that Highways budget can be reduced. Wages will go up with national pay review.

**21F/101. For consideration at the next meeting** – budget planning 2022/23

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

**21F/103. Close of meeting** – 8.53pm

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

Date \_\_\_\_\_

**21F/108. Review Management accounts** – Sent out separately.

**Bank Reconciliation check: Checked by RFO**

Bank Reconciliation to 30/09/21

Summary – see supporting balance sheet from Xero and Bank Statements

<b>Account</b>	<b>Balance £</b>	<b>Initial</b>
Unity Trust current account	386,756.02	
Unity Trust project account	2422.01	
Unity Trust deposit account	40,020.23	
Cambridge Building Society account	71,839.79	
Triodos account	50,451.70	
Nationwide account	5143.62	
Multipay Card	0	
	Total in bank accounts: £556,633.37	

Xero accounting system & bank statement balances agree	Signed by CW
Reconciliation adds up.	Signed by CW

Add Accounts receivable £2775.60  
Add VAT due £2014.62  
Minus Accounts Payable £14,338.86  
Minus Accruals £2000.00  
Minus PAYE £944.08  
Rounding Minus 0.11p  
**Net Asset figure** £544,140.54

**21F/109. Cash flow** – Sent out separately.

## 21F/110. Ladybirds grant application

### COTTENHAM PARISH COUNCIL

#### Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Ladybird Pre-School
2.	Name, Address and Status of Contact	Ladybird Pre-School, King George's Playing Field, Lambs Lane, Cottenham, Cambridge. CB24 8TB
3.	Telephone Number of Contact	01954 250891
4.	Is the Organisation a Registered Charity?	Yes
5.	Amount of grant requested	£60
5.	For what purpose or project is the grant requested?	Hall Hire for two days to hold our Christmas Nativity.
6.	What will be the total cost of the above project?	£60
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Paid by Ladybirds
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	No
9.	Who will benefit from the project?	Parents and Children attending Ladybirds
10.	Approximately how many of those who will benefit are parishioners?	100

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Patricia Lee.....Date 21/09/2021.....

**21F/112. CPC staff salary scale review October 2021 CONFIDENTIAL item**