

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

Meeting held at Cottenham Village Hall on Tuesday 26<sup>th</sup> October 2021 at 7.30pm

**Present:** Cllrs Collinson, Ward, Young (chair) and the RFO

**21F/104. Chairman's Introduction and Apologies for absence** – Cllr Bolitho (absent), Hewitt (absent) & Hutchison (absent)

**21F/105. To accept Declarations of Interest and Dispensations** – No declarations received.

**21F/106. Minutes** – Some amendments to clarify the wording of item 21/093. Resolution that the minutes of the Finance Committee meeting held on Tuesday 28<sup>th</sup> September 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Collinson.

**RESOLVED.**

**21F/107. Public Participation** – No public present.

**21F/108. Review Management accounts & Bank reconciliation** - to the end of September 2021. General reserve is now back to 100k having been repaid from the Hall/Nursery reserve (borrowed at the end of the last financial year). The P & L versus budget spreadsheet is missing a column of information, RFO will find out why this information is not exporting into the spreadsheet from the Xero accounting system. Clarification given on the new account line 'Zettle' which is a small charge for using the Zettle card machine for the Village Hall bar.

**21F/109. Review updated cashflow** – The updated cashflow was presented. The expected shortfall at the end of the financial year looks to be approximately £15K however unexpected expenses/receipts cannot be anticipated. This will be updated each month to give as accurate picture as possible. The general reserve £100k can be used to address this shortfall if needed.

**21F/110. Grant application from Ladybird's preschool** – Application received from Ladybird's preschool to cover the cost (£60) for the hall hire charge for the children's nativity play - Resolution to grant ladybirds preschool the requested £60. Proposed Cllr Young and seconded by Cllr Collinson. **RESOLVED.**

**21F/111. Budget planning for 2022-2023** –The committee looked at expected expenditure for Cultural, Environmental and Planning & the Community Facilities sections of the budget spreadsheet, RFO to seek advice from Cllr Henderson on the utility expenditure as he has been looking at this over the past few months. We also plan to contact S106 officer at SCDC to investigate whether we can use S106 monies to restore the playground area at the recreation ground. RFO to revisit the Nursery lease to establish whether the new nursery will be paying the buildings insurance and the business rates on the property. There was also some discussion around expected S106 monies in the coming financial year and whether these might be used to offset in part the capital part of the loan repayments. At the next meeting we will continue to cover the following sections Corporate Management, Finance costs and income.

**21F/112. Motion to exclude press and public** - Resolution to exclude press and public from the meeting - **RESOLVED**

**21F/113. Discuss staff salary grades** - Staff reviews were carried out by the HR committee in September. It has become clear that all staff in particular the Clerk and Assistant clerk have taken on additional responsibilities since the previous review especially with the arrival of the new Village Hall. Job evaluation forms have been completed and these

indicated that the staff SCP scale points needed to be reviewed. The committee were clear that the pay increases are not in relation to increased hours for which the staff have been remunerated but that the review must consider additional responsibility. It was suggested that the additional responsibilities might be presented alongside the evaluation forms. None of the increases suggested are in relation to the annual cost of living which is currently being discussed by the governing body. There was some discussion around more frequent staff reviews or other structures that could be put in place to support the staff in their work roles. The suggestion presented to the committee was an increase for the Clerk from SCP scale point 32 to scale point 39 (20% increase) for the Assistant Clerk from SCP scale point 12 to scale point 24 (29% increase) and for the RFO SCP scale point 32 to scale point 33 (3% increase). Cllr Collinson felt that the RFO had not been given enough consideration regarding additional responsibilities. The costs of the council for the remainder of this financial year and next year were outlined. This will be taken to the full council for a final decision.

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

Budget planning 2022/23

Grant applications

Sliding doors contract for Village Hall

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

**21F/116. Close of meeting – 9.46 pm**

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