

DRAFT Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held at Cottenham Village Hall on Thursday 25th November 2021 at 7.30pm

Present: Cllrs Bolitho (Chair), Collinson, Ward, Young and the RFO

- 21F/117. Chairman's Introduction and Apologies for absence** – Cllr Hewitt (personal) Cllr Hutchison (Absent)
- 21F/118. To accept Declarations of Interest and Dispensations** – Cllr Ward declared an interest in the grant application for Sustainable Cottenham.
- 21F/119. Minutes** – Resolution that the minutes of the Finance Committee meeting held on Tuesday 26th October 2021 be signed as a correct record. Proposed Cllr Young and seconded by Cllr Collinson. **RESOLVED.**
- 21F/120. Public Participation** – Four members of the public present to support the All-Saints Church & FECA grant applications, item 21F/123 (1 & 7)
- 21F/121. Review Management accounts & Bank reconciliation** - to the end of October 2021. The committee were satisfied that these were an accurate record - Noted.
- 21F/122. Review updated cashflow** – The updated cashflow was presented. The expected shortfall at the end of the financial year looks to be approximately £17K however unexpected expenses/receipts cannot be anticipated. It was noted that an estimated amount is included for income from the sports clubs however the final figures may be more and the shortfall could decrease accordingly. RFO to look at the Nursery invoicing schedule and invoice in advance should the contract allow, to check the Nursery contract – RFO to action. It was noted that the general reserve £100k can be used to address the shortfall if needed. It is hoped that we can rectify this in the next financial year.
- 21F/123. Grant application considered from:**
- 1. All Saint Church Cottenham for replacement clock, £2500 requested** – The application meets the criteria. RFO to speak to s106 officer to look at the possibility of using some of our s106 Public Art reserve. Should this not be possible FLAC recommends a grant of £1500 towards the project – to go to the next full council meeting.
 - 2. Cottenham Mobile Warden Scheme for running costs, £1000 requested** – The application meets the criteria. FLAC recommends a grant of £1000 – to go to the next full council meeting.
 - 3. Sustainable Cottenham for venue hires for litter pick event, £144 requested** – The application meets the criteria. FLAC recommends a grant of £144 – to go to the full council meeting.
 - 4. Cottenham Community Allotments for tools/materials on the allotment, £500 requested.** The application meets the criteria. FLAC recommends a grant of £250 – to go to the full council meeting.
 - 5. Cottenham Community Cinema for replacement speakers, £298 requested** – The application meets the criteria. FLAC recommends a grant of £100 - to go to the full council meeting.
 - 6. Cottenham Bowls Club toward new mower, £5000 requested.** Concerns that the amount being asked for is for a high value item in relation to the number of residents benefitting. Discussion around them considering a second-hand mower. FLAC does not recommend a grant for this application – to go to full council meeting.

7. **Fen Edge Community Associated to support the rental of the main marquee at the festival, £2000 requested.** The application meets the criteria. Standing orders suspended at 9.35 Bob Turner presented a pitch in support of the application. Spoke about the unique nature of the festival and how after a gap of three years it is a much-awaited event. Standing orders reinstated at 9.43. Some discussions amongst the committee that FECA has a healthy bank balance and that their donation rate is small in relation to their financial position, although a recognition that this has improved over the last two years and that they continue to work on this. FLAC recommends a grant of £1000 – to go to full council meeting.

8. **Cambridge Search and Rescue for three helmets, £255 requested** – The application meets the criteria. FLAC recommends a grant of £100 – to go to full council meeting.

21F/124. Budget planning for 2022-2023 –The committee looked at the expected expenditure for Democratic representation, Highways, & Corporate Management sections of the budget spreadsheet and expected income across the council. RFO had sought advice from Cllr Henderson on the utility expenditure and this was incorporated into the budget for next year. RFO contacted S106 officer at SCDC to investigate whether we can use S106 monies to restore the playground area at the recreation ground, unfortunately this is not possible at the current time however any works to the skatepark are allowed. It has now been established that Chestnuts Nursery will be paying the business rates on the nursery property. Cllr Young looked at the Village Hall income and estimates it to be around 36K, this will also go to the working group for further analysis. RFO to check employers Pension cost for the year, our business rates position (Village Hall and Pavilion) and the short-term loan interest amount for next year

21F/125. Indemnity (S106 Agreement) – the committee considered the s106 Agreement which will provide the parish council with a contribution to a MUGA (Multi Use Games Area) of £77,549.02. Resolution to sign the agreement. Proposed Cllr Ward and seconded by Cllr Collinson - **RESOLVED**

21F/126. Maintenance Contract for Sliding doors – Deferred

21F/127 For consideration at the next meeting –

Budget planning 2022/23

21F/128. Date of next meeting – Thursday 9th December 2021

21F/129. Close of meeting – 9.56pm

Signed _____ (Chair) Date _____