

AGENDA PACK
Finance, Legal and Administration committee
Thursday 9th December 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 Thursday 9th December 2021 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

21F/130. 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/131. 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/132. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 25th November 2021 be signed as a correct record.

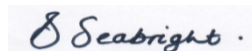
21F/133. Public Participation – *Public question time is dealt with prior to the start of the meeting and doesn't form part of the formal business of the Council. Time is limited to 30 minutes and each member of the public is entitled to speak once only in respect of business itemised on the agenda and 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/134. Budget planning for 2022-2023 – consider likely income/expenditure – RFO

21F/135. For consideration at the next meeting -

21F/136. Date of next meeting –

21F/137. Close of meeting –



Cottenham Village Hall, Lambs Lane, Cottenham CB24 8TA Tel: 07503 328401 Email:
rfo@cottenhampc.org.uk

2nd December 2021

21F/132. Minutes

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 of £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 _____

21F/134. Budget planning 22-23

| | 21-22 | 22-23 |
|---|--------------|--------------|
| Cultural, Environmental and Planning | | |
| Memorial/Open Spaces | 954 | 900 |
| Tree Works | 3168 | 3000 |
| Ditches and Ponds | 1000 | 1000 |
| Verti draining | | 1000 |
| Balancing pond/Little cut | 1000 | |
| Recreation Ground General costs/Trade waste | 4390 | 4500 |
| Old recreation ground Broad Lane | 0 | |
| Crowlands Manor site | 0 | |
| The Pound | 0 | |
| Village Green Maintenance | 0 | |
| Fen Reeves Expenditure | 0 | |
| Tenison Manor | 0 | |
| Brenda Gautrey Way | 0 | |
| Kingfisher Way | 0 | |
| Additional grass cutting | 0 | |
| Groundsman fees | 41797 | 45800 |
| TOTAL | 52309 | 56200 |

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|---|-------|----------|
| Community Facilities | | |
| Pavilion Cleaning Materials | 115 | 150 |
| Pavilion Labour (from salaries) | 5557 | 6000 |
| Pavilion Water/Sewerage (and bowls club/allotments) | 2500 | 1000/600 |
| Pavilion Electricity | 2000 | 3500 |
| Pavilion LPG | 3587 | 6000 |
| Pavilion Maintenance | 3656 | 4000 |
| Village Hall Cleaning costs/Window cleaning | 6000 | 4100 |
| Village hall caretaker - new | | 15000 |
| Village Hall Cleaning costs - Materials | 261 | 300 |
| Village Hall Water/Sewerage | 3000 | 1000 |
| Village Hall Electricity | 2000 | 6500 |
| Village Hall Gas | | 6000 |
| Village Hall Services | | 7500 |
| Village Hall Licenses | | 900 |
| Village Hall Maintenance | | 3000 |
| Village Hall Event costs | | 1800 |
| Bar stock purchases | | 3000 |
| Nursery maintenance and repairs | | 500 |
| Xmas Concert costs | 2000 | 3000 |
| Remembrance Wreath/Event | 500 | 500 |
| Defibrillator maintenance | 0 | 100 |
| Youth Provision | 10000 | 15000 |
| Play Area | 1500 | 30000 |
| Ladybirds Maintenance repairs | | 7000 |
| Upgrade to Floodlights | | |
| Restoration of three benches | | 500 |

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|--|--------------|---------------|
| Installation of cycle racks by the pavilion including paving | | 1000 |
| Skatepark repairs | | |
| Tennis Courts Maintenance | 0 | 2200 |
| TOTAL | 42676 | 126350 |

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|-------------------------------|-------------|-------------|
| Donations & Grants | | |
| TOTAL | 5000 | 5000 |

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|---|-------------|-------------|
| Highways, Footpaths and Lighting | | |
| 2021-22 Highways budget | 5000 | 5000 |
| Traffic Survey | 1431 | 1000 |
| Footway Lighting electricity | 1523 | 1700 |
| Highway jetting | 0 | 0 |
| TOTAL | 7954 | 7700 |

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|----------------------------------|----------|-------------|
| Democratic Representation | | |
| TOTAL | 0 | 1000 |

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|---|--------------|---------------|
| Corporate Management | | |
| Staff & Member costs | | |
| Gross Wages | 62000 | 70000 |
| Employers N.I | 4000 | 1000 |
| Employers Pensions | 2155 | 3000 |
| Members Expenses | 300 | 300 |
| Clerks Expenses | 250 | 250 |
| Training | 684 | 680 |
| Administration | | |
| Advertising | 1000 | 500 |
| Xero Package | | 350 |
| Printing | 200 | 200 |
| Postage | 29 | 30 |
| Telephone | 140 | 170 |
| Website maintenance | 216 | 220 |
| Office Stationery | 385 | 350 |
| Firesafe office hardware & software | 1913 | 1500 |
| Shredding | 302 | 200 |
| Facility Costs | | |
| Water rates for Pavilion, Bowls club, Allotment, Memorial | 2504 | 1400 |
| Village Green Electricity | 300 | 300 |
| Rates SCDC | 9000 | 10000 |
| Professional Fees | | |
| Legal fees | 1980 | 3000 |
| Professional Fees | 3978 | 2500 |
| Auditing fees | 3300 | 3400 |
| Subscriptions | 1000 | 1000 |
| TOTAL | 95636 | 100350 |

| Finance Costs | | |
|---|---------------|------------------|
| Village Hall/Nursery Loan repayments | 141838 | 120000 |
| Short- term Loan interest | 3000 | 3877.64 |
| Goode Bequest from Church & Causeway donation | 1500 | 1500 |
| Dissenters Cemetery Grant from Church & Causeway donation | 1500 | 1500 |
| Bank charges | 619 | 600 |
| Insurance | 7051 | 6800 |
| TOTAL | 155508 | 134277.64 |

| Other | | |
|--------------------|-------------|----------|
| Neighbourhood Plan | 1000 | 0 |
| TOTAL | 1000 | 0 |

| Income from Facility users | | |
|--|--------------|---------------|
| Income - Cricket Club | 0 | 1130 |
| Income - Ladybirds Rent | 6798 | 6620 |
| Income - Football club (CUFC) | 0 | 1500 |
| Income - Football club (COLTS) | 0 | 1500 |
| Income - Tennis club | 150 | 150 |
| Skate Park | 103 | 100 |
| Cottenham Bowls Club | 1442 | 100 |
| Cambridge Kids club | 13800 | 11500 |
| Income - Hire of Green/Recreation ground | 515 | 2000 |
| Income from Pavilion booking (Club room) | 800 | 300 |
| Income from Village Hall Bar | 0 | 6000 |
| Income from Village Hall & Balcony room | 11500 | 33000 |
| Income from CPC events at village hall eg comedy | | 2000 |
| Income from Nursery | 15000 | 40625 |
| Town Ground Rent | 340 | 340 |
| Sponsorship/donations | 5150 | 2000 |
| Recouped Utility costs | 1545 | 1500 |
| Bank interest received | 515 | 300 |
| Church & Causeway | 3000 | 3000 |
| Landing Stage rent | 0 | |
| Income from EV chargers | 100 | 100 |
| Income from PV Panels | | 400 |
| TOTAL | 60758 | 114165 |

| Expenses summary | | |
|--------------------------------------|--------|-----------|
| Cultural, Environmental and Planning | 52309 | 56,200 |
| Community Facilities | 48140 | 126350 |
| Donations and Grants | 5000 | 5000 |
| Highways, Footpaths and Lighting | 7954 | 7700 |
| Democratic Representation | 0 | 1000 |
| Corporate Management | 100136 | 100350 |
| Finance Costs | 155508 | 134277.64 |
| Other | 1000 | 0 |

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| | 370047 | 430,878 |
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| Income Summary | 70773 | 114165 |
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| | 299,274 | 316,713 |
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| | 122.95 | 125.82 |
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2.3 %
increase

NB Need to consider a new printer for the office.