

**AGENDA PACK**  
**Finance, Legal and Administration committee**  
**Thursday 27<sup>th</sup> January 2022**

**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 27<sup>th</sup> January 2022 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

**22F/138. 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.*

**22F/139. 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).*

**22F/140. Minutes** – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 9<sup>th</sup> December 2021 be signed as a correct record.

**22F/141. 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.*

**22F/142. Management accounts and Bank reconciliation (to end of December 2021)** – RFO

**22F/143. Review of Ladybirds lease** - RFO

**22F/144. Review of Direct Debits and Trade Accounts** – RFO

**22F/145. Review the terms of reference for the Village Hall Bar and Events Working Group** – Cllr Ward

**22F/146. For consideration at the next meeting -**

**22F/147. Date of next meeting** – TBA

**22F/148. Close of meeting** –

The logo for Seabright, featuring a stylized fish or wave symbol followed by the word "Seabright" in a cursive font.

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20<sup>th</sup> January 2022

## 22F/140. Minutes

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

Meeting held at Cottenham Village Hall on Thursday 9<sup>th</sup> December 2021 at 7.30pm

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

**21F/130. Chairman's Introduction and Apologies for absence** – Cllr Hewitt (personal) Cllr Hutchison (Absent)

**21F/131. To accept Declarations of Interest and Dispensations** – None

**21F/132. Minutes** – Resolution that the minutes of the Finance Committee meeting held on Thursday 25<sup>th</sup> November 2021 be signed as a correct record. Proposed Cllr Young and seconded by Cllr Ward. **RESOLVED.**

**21F/133. Public Participation** – Two members of the public present who had some questions around the budget setting process. The committee explained the process and how the draft budget will go to the full council meeting in January 22. It was also explained how later in the financial year we can make changes within the budget lines, for example if something is under budget the monies can be used for another purpose. One member of the public had some questions about the appointment of the caretaker and the provision of tools/equipment to support the role. The budget line Village Hall Maintenance is likely to be used for this purpose.

**21F/134. Budget planning for 2022-2023** –The committee looked at the expected expenditure and expected income across the council. A few amendments were made from the previous meeting, tree works budget was increased from £3000 to £4000 to allow for work at Tenison Manor, the bar stock figure was revised to £3900 which is linked to 50% of bar sales and the income from the recreation ground/village green was reduced to £1500 due to less hire anticipated in the coming year. Resolution to recommend to full council an operations budget expenses of £438,402 and expected income of £116,547 net £321,855. Based on the tax base of 2,522 this means an overall 3.80% increase from the 21/22 budget - **RESOLVED**

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

**21F/136. Date of next meeting** – TBA

**21F/137. Close of meeting** – 8.28pm

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

Date \_\_\_\_\_

## 22F/142. Management accounts for December 2021 – Sent out separately

### Bank Reconciliation

#### Reconciliation Check by RFO and Cllr Tim Jones

Bank Reconciliation to December 31<sup>st</sup> 2021

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	347,288.55	Signed by Cllr T Jones
Unity Trust project account	52,378.86	Signed by Cllr T Jones
Unity Trust deposit account	40,022.70	Signed by Cllr T Jones
Cambridge Building Society account	72,019.39	Signed by Cllr T Jones
Triodos account	50,461.01	Signed by Cllr T Jones
Nationwide account	5,143.62	Signed by Cllr T Jones
Multipay Card	0	
	Total in bank accounts: £567,314.13	Signed by Cllr T Jones

Xero accounting system & bank statement balances agree	Signed by Cllr T Jones
Reconciliation adds up.	Signed by Cllr T Jones

#### For information

- Add Accounts receivable £1351.52.
- Minus VAT due £1378.99 (because we had claimed for W&B invoices but have been voided so we owe currently)
- Minus Accounts Payable £7661.95
- Minus Accruals £2000.00
- Other Creditors £2773 (Hall hire deposits & Grant for hearing loop)
- Minus PAYE £1569.98
- Minus Rounding £0.13

**Net Asset figure** £553,281.60

**22F/143. Ladybird's lease – Sent out separately**

**22F/144. Direct debits and Trade Accounts – sent out separately**

**22F/145. Village Hall Bar and Events Working Group**

## **Village Hall Bar & Events Working Group**

### Introduction

Cottenham Parish Council owns and operates the Village Hall on behalf of the community of Cottenham. It is funded through a combination of long-term loans, developer contributions and an addition to the council tax levied on residents of the Civil Parish.

Holding events and running the bars at the Village Hall will generate income, supporting the development of the facilities and other Parish Council services. The Parish Council welcomes community involvement in running events and bars to ensure that they are meeting the needs of the community and maximising the funds returned to the council to benefit the community. To do this the Parish Council would like to establish a Bar & Events Working Group (WG), including community involvement, to develop and operate future events on behalf of the Parish Council and the wider community.

Other regular and ad-hoc events (e.g., classes, meetings, and private parties) also use the Village Hall. The activities promoted by the WG will complement these.

This document is a first draft describing how the working group could operate. It is intended as a starting point for discussion, not as a prescriptive list of rules being imposed. There are some legal and financial regulations which the Parish Council must meet, but after those it is hoped that the working group can be as autonomous and flexible as possible.

### 1) Scope

- a) The role of the Working Group is to develop and deliver a calendar of events and a bar operation for the Village Hall alongside other regular and ad-hoc bookings
- b) The WG does not have any powers or budget delegated to it by the Parish Council
- c) Where expenditure is required or where a financial risk is placed on the Parish Council, the WG must obtain approval from the Parish Council before any expenditure, or any commitment is made [further research is required into whether a financial “ceiling” could be set in future to avoid having to pre-approve all risks]
- d) If “emergency” expenditure or other approval is required, the Community & Leisure Facilities (CALF) committee should be asked to use its delegation process for approval, and this must be reported to the Full Council at the next earliest opportunity

- e) All meetings and events operated or promoted by the WG are subject to the Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct

## 2) Membership

- a) The make-up of the WG is not fixed, but to maximise effectiveness should be between 5 and 10 people, at least 3 of whom should be serving members of the Parish Council.
- b) The Designated Premises Supervisor ("licensee") should be a member of the Working Group
- c) Councillor members of the WG will be appointed at the Annual Meeting of the Parish Council and subsequent council meetings if the need arises
- d) The group should appoint a Chair who will be responsible for arranging meetings and ensuring reports are being made to the Parish Council as required. The Chair is re-elected each May (to coincide with the re-election of the council)
- e) The WG can co-opt ad-hoc members from community groups, interested individuals or other event partners, either permanently or for a fixed period.
- f) Co-opted members do not have to qualify by residence but may not be otherwise disqualified by the rules of Parish Council membership

## 3) Meetings

- a) Meetings should be at least monthly
- b) Meetings do not require formal agendas or minutes, though notes to support effective communication within the group are useful
- c) Advance notice of meetings is not required to be published and public access to meetings is not required
- d) There is no formal quorum for a meeting, but it is suggested that meetings should not continue with less than three people, one of whom should be a serving Parish Councillor

## 4) Areas of responsibility

The Village Hall Bar & Events Working Group will:

- a) Develop, promote and manage a diverse range of events at the Village Hall serving all sections of the Civil Parish community
- b) Develop, resource and manage a bar offering that can operate "stand-alone" or be offered to other Village Hall events hirers
- c) Understand the types of events that the community would value, through surveys, eliciting feedback etc.

- d) Work with other event organisers, e.g. community groups or individuals, offering expertise and/ or resources if requested, to enable them to run successful events
- e) Develop and refine operating practices for village hall bar sessions and events
- f) Establish and maintain a pool of volunteers to support Village Hall bars and events
- g) Develop and deliver training for volunteers and community groups
- h) Ensure appropriate staffing is available to enable individual events
- i) Maintain operation of the bars, beer cellars and associated fixtures and fittings obtaining Parish Council approval for expenditure as required
- j) Ensure appropriate hygiene measures are in-place to meet or exceed the requirements of external regulation. Obtain and maintain any required permits or licences, arrange and support site visits and inspections
- k) Recommend changes and improvements to the Village Hall infrastructure, with supporting financial information, for approval by the full Parish Council
- l) Schedule events using the Parish Council's Hall booking process, fitting around existing confirmed bookings
- m) Recommend general and event bar product offering, pricing and stock levels
- n) Report plans, recommendations and financial performance, including an assessment of community impact, to Parish Council or CALF committee monthly
- o) Agree annual target for operational margin, allowing flexibility to organise different types of events, e.g. events that may be subsidised alongside others designed to generate income.
- p) Prepare annual income and expenditure forecasts, by end-Oct, for consideration by the Parish Council's Finance, Legal and Administration Committee (FLAC) to help establish the council's annual budget and precept request.
- q) Ensure consistent messaging for events alongside other Village Hall and Parish Council communications. Publicise the WG's activity and market events via agreed processes including "central" Village Hall social media