

**To all Members of Cottenham Parish Council**

You are hereby summoned to attend an **Ordinary Parish Council Meeting**

To be held in the Village Hall, Recreation Ground, Cottenham on Tuesday 5<sup>th</sup> April 2022 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 22/068. Chair'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.*
- 22/069. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary 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).*
- 22/070. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 1<sup>st</sup> March 2022 be signed as a correct record.
- 22/071. 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 asked to restrict their comments and/or questions to 3 minutes in order to allow other people to 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 a 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. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.*
- 22/072. Reports**
- **SCDC & CCC** – report circulated prior to the meeting
  - **Clerk** – report circulated prior to the meeting
  - **Major developments** – Clerk
  - **Village Hall/Nursery** – Clerk/Asst Clerk
  - **Village Hall working group** – Cllr Ward
  - **Burial working group** – Cllr Hewitt
- 22/073. Toddler playground redevelopment** – Consider undertaking toddler playground refurbishment project and setting up of working group with delegated authority – Cllr Kidston
- 22/074. Playground tenders** – Consider appointing Sports & Play Consulting to undertake playground redevelopment tenders – Cllr Kidston
- 22/075. Management of the income and expenditure from bar and events** – allowance for the expenditure to exceed the income in the early months of the next financial year whilst events start to generate income, to consider a liability not exceeding £2000 – Cllr Ward/Jones
- 22/076. Purchase of items for Village Hall** – Consider purchase of additional cleaning items and additional chairs for groundfloor rooms for the Village Hall – Cllr Ward
- 22/077. Village Hall hire agreement** – Consider amendments to Village Hall hire agreement – Cllr Ward
- 22/078. Village Hall alarm monitoring** – Consider quote for monitoring of Hall alarms – Asst Clerk
- 22/079. Village Hall alarm servicing** – Consider quote for service agreement for Hall systems – Asst Clerk
- 22/080. Lone working policy & risk assessment** – Consider adoption of Lone Working policy – Cllr Ward
- 22/081. Asset register update** – consider updates to the register – Cllr Young/FLAC
- 22/082. Contractors** - Consider the benefits and process of a preferred contractor list – Cllr Ward/FLAC
- 22/083. Queen's Platinum Jubilee** – Consider budget for Jubilee events and event management – Clerk
- 22/084. CVC work experience** – Consider accepting work experience student from CVC – Clerk

- 22/085. Ukraine** – Consider how CPC can assist with relief effort – Clerk
- 22/086. Street naming** – consider proposed street names for Tilia development - Clerk
- 22/087. Zero Carbon Community Grants** – Consider potential projects to put forward for grant and creation of working group – Clerk
- 22/088. Civility and Respect project** – Consider writing to MP to request backing of Motion re Civility and Respect project – Clerk
- 22/089. Training** – Consider Asst Clerk attending Nimble e-learning course on Planning – HR
- 22/090. Personal alarms** – Consider purchase of 2 personal alarms for staff – HR
- 22/091. Goals** – Consider resident offer of two second-hand goals to be located on Tenison Manor – Clerk
- 22/092. Finance**

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	
Cambridge Kids Club	Invoice payment - March 22	£754.26	£905.11	
The Fen Edge Orchestra	VH Regular user – invoice x2	£350.00	£420.00	
Lovefit Ltd	VH Regular user	£60.00	£72.00	
2nd Cottenham Guides	VH Regular user	£90.00	£108.00	
Sing and Sign	VH Regular user	£200.00	£240.00	
Living Sport	VH Regular user	£46.67	£56.00	
WI	VH Regular user	£55.00	£66.00	
NCT	VH Regular user	£60.00	£72.00	
Lovefit Ltd	Rec/Green Regular user	£30.00	£36.00	
Strive Bootcamp	Rec/Green Regular user	£120.00	£144.00	
Chestnut Nursery	Quarterly rent payment	£6,250.00	£7,500.00	
Village Hall Hire	One off VH Hire - Total	£2,271.85	£2,726.20	
HMRC	VAT payment	£2,460.64	£2,460.64	
Sports & Social Club	Donation towards bar equipment	£700.00	£700.00	
		<b>£13,448.42</b>	<b>£15,505.95</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for April 2022	£6,150.43	£6,150.43	-
AJ King	Monthly - ground maintenance	£3,816.66	£4,579.99	2369
HMRC	TAX and NI for March 2022 (Month 12)	£1,572.98	£1,572.98	-
Calor Gas	Gas delivery to the pavilion (DD)	£1,277.50	£1,341.38	1280
AJ King	level ground at play area, Heras fencing, grass seed & hedge removal	£1,050.00	£1,244.00	2375
Christine Ward	Booker - wedding bar stock & VH bar kitting out items	£881.42	£1,057.71	2377
Chubb	Fire extinguisher contract - Annual (2nd year of 3 year contract)	£686.40	£823.68	2370
British Gas	Electric for Village Hall - Monthly (DD)	£686.02	£720.32	2350
Barcare Supreme Ltd	Bottle cabinet (Chiller) already paid	£600.00	£720.00	2349
NJ Parker	Painting picnic tables/benches at Rec	£710.00	£710.00	
		<b>£17,431.41</b>	<b>£18,920.49</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
PH Pumps Ltd	Call out - alarms & pump failure - removed debris & refitted	£484.01	£580.81	2342
Legal and General	Pension	£477.92	£477.92	-
Ecotricity	Gas for Village Hall - Monthly DD	£344.80	£413.76	2368
Viking	Coat rail for the village hall	£316.96	£380.35	2364
Progress Cleaning	Cleaning services at the Village Hall	£287.00	£344.40	2346

AJ King	Work on Pavilion cladding	£260.00	£312.00	2339
EDF	Electric for Pavilion (DD) monthly	£267.62	£281.00	2352
Parish Online	Annual subscription cost	£210.00	£252.00	2378
Charter Global	Shutter maintenance contract - pavilion Monthly DD	£172.00	£206.40	-
SCDC	Overdue rates payment for pavilion - already paid	£170.89	£170.89	2376
CamAlarms Ltd	Emergency fault call	£136.64	£163.97	2363
SLCC	Climate change event x 3 trainees	£135.00	£162.00	2372/2373/ 2374
Urbancomms	Monthly Broadband - Village Hall (DD)	£66.49	£79.79	2347
Lock Shop Warehouse	Padlocks for the goals at the rec	£64.00	£76.80	2360
RFO	Laptop repair - Already paid	£73.75	£73.75	2362
BSL	Glasswasher hire Monthly (DD)	£53.00	£63.60	2345
SSE Southern Electric	Electric x 3 for streetlighting (DD) monthly	£59.88	£62.86	2353
Backstop Ltd	Monthly fee for accountancy support	£50.00	£60.00	2340
EDF	Electric for the Green (DD) monthly	£56.19	£59.00	2351
CSA	Cleaning materials for Village Hall	£48.80	£58.56	2354
Viking	Coat rail, Cartridges for printer, Mugs	£45.80	£56.96	2365
BCS	Payroll processing Feb 2022 (Monthly)	£35.00	£42.00	2357
ICO	Data Protection renewal fee (annual)	£40.00	£40.00	2355
Clerk	Expenses re Carols on the Green	£33.95	£33.95	2348
Xero	Monthly accountancy package (DD)	£26.00	£31.20	2341
Initial	Sanitary waste collection - Monthly DD	£14.63	£17.56	2371
RFO	First instalment for caretaker phone	£16.50	£16.50	2344
Tesco Mobile	Caretaker Monthly DD	£16.50	£16.50	2359
RFO	New charger for Laptop	£12.99	£12.99	2358
		<b>£3,976.32</b>	<b>£4,547.52</b>	
<b>Multipay Card</b>				
Amazon Ltd	Fridge Thermometer	£16.64	£19.98	2366C
Amazon Ltd	Command Clips	£4.58	£5.50	2367C
Amazon Ltd	Phone case for Caretakers phone	£11.62	£13.94	2343C
Zettle Shop	Zettle terminal and dock for bar	£199.00	£238.80	2356C
O2	Phone top up for assistant clerk	£10.00	£10.00	2361C
Booker	Bar supplies for the Village Hall	£408.42	£490.12	2379C
		<b>£650.26</b>	<b>£778.34</b>	

Resolution to pay these invoices - RFO

**22/093. Management accounts** – to review the monthly management accounts - FLAC

**22/094. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**22/095. Matters for consideration at the next meeting**

**22/096. Dates of next meetings** – CALF 12<sup>th</sup> April, Planning 21<sup>st</sup> April, APM 25<sup>th</sup> April, FLAC 26<sup>th</sup> April, Full 12<sup>th</sup> May

**22/097. Close of Meeting**



Jo Brook - Clerk

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31<sup>st</sup> March 2022