

AGENDA PACK
Finance, Legal and Administration committee
Thursday 28th April 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 28th April 2022 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

22F/162. 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/163. 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/164. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 29th March 2022 be signed as a correct record.

22F/165. 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/166. Year End report (to end of March 2022) – RFO

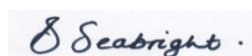
22F/167. Review of Risk assessments (sections 3 & 4 of general risk assessment and the Village Hall) - RFO

22F/168. Preferred contractor list, progress report

22F/169. For consideration at the next meeting -

22F/170. Date of next meeting – Tuesday 24th May 2022

22F/171. Close of meeting –



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

21st April 2022

22F/164. Minutes

Finance, Legal and Administration Committee (FLAC) Minutes Meeting held at Cottenham Village Hall on Tuesday 29th March 2022

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

22F/149. Chairman's Introduction and Apologies for absence – Cllrs Hewitt (Absent), Hutchison (Absent) & Young (Personal)

22F/150. To accept Declarations of Interest and Dispensations – None

22F/151. Minutes – Resolution that the minutes of the Finance Committee meeting held on Thursday 27th January 2022 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Collinson - **RESOLVED**.

22F/152. Public Participation – No public present.

22F/153. Management Accounts, Cash flow and Bank reconciliation (to end of February 2022) – The committee looked at the monthly Profit and Loss report to the end of February 2022 and discussed how some of the accounts are very over budget and some very under budget. This is due to some budget setting errors in the previous budget setting process and the unpredictability of having a new village hall and the effects of Covid. Going forward there was discussion about the increase in utility costs and the possible impact this could have on the budget. The cashflow to the end of the year was discussed and the shortfall, which was expected several months ago to be in the region of £20k, has fallen to approx. £4k. The committee were satisfied that these documents were an accurate record – Noted.

22F/154. Budget for bar and events – look at current budget to allocate funds – The bar and events income and expenditure is shown in the Profit and Loss, the balance is then taken from the profit and loss to a reserve in the balance sheet; currently the profit is £645. In the early months of the next financial year there will be a need to purchase considerable bar stock in advance of two big events, a wedding, and Custard Comedy night both in April. This means that the reserve will go 'overdrawn' for a brief period until the profit comes in. The committee discussed this liability and agreed a recommendation to full council that the reserve can be 'overdrawn' by no more than £2000.

22F/155. Discuss framework for preferred contractor list – From the last meeting the RFO obtained some advice from CAPALC and they suggested we might want to look at putting together a preferred contractor list. FLAC looked at how this might be actioned. FLAC are proposing a framework under which suppliers are invited to present examples of their costs, service standards and experience of working with parish councils, on which we can base selections as preferred supplier. The benefits to this approach are obtaining good value for money, ensuring that a number of suppliers have an opportunity to bid for work, and transparency. We recommend this approach initially for electrical services, plumbing services, computer repair work, and graphic design and print. This needs to be taken to full council for agreement and a process for moving forward agreed.

22F/156. Risk assessment review – the committee looked at our current risk assessment documents. Cllr Ward had reviewed section 2 and the following items are to be amended. CPA 1 the insurance reserve to be updated as currently out of date, CPA 2 the reference to FR to be given a key at the beginning of the document to explain that this relates to our Financial Regulations, CPA 5 similarly SLA (Service level agreement) to be added to this key,

CPA 6 the impact of Loss of CPC data to be amended to high instead of medium, CPA 7 We do not own a fire cabinet so this needs to be looked at, could be purchased as part of the village hall kitting out, prices to be obtained, CPA 10 (kitchens), 11 (Floors, Lockers, Benches), 12 (Heating, Lighting), 15 (Sinks, toilets) it is not clear what the risk actually is, CPA 13 Fire Appliances amend to monthly checks by the caretaker, CPA 16 just log as issue and caretaker undertakes general check when opening and closing, CPA 17 Loss/misuse of personal data amend from Medium to High impact. Because this is a lengthy document it was agreed for each committee member to take a portion of the rest of the risk assessment each for review and to report back at the next FLAC meeting. Cllr Bolitho will look at section 3, Cllr Collinson will look at Section 4 & the RFO will look at the Village Hall risk assessment to be discussed at the next FLAC meeting.

22F/157. Financial regulations review – the committee reviewed the document and there are no amendments needed at the current time.

22F/158. Updating of Asset register – Cllr Young and RFO have looked at the asset register. Several new items have been added: Land behind the dissenter’s cemetery and land at the corner of recreation ground approach road, additional benches, cycle shelters, office equipment, bar equipment at the village hall. Other items will need further discussion after the playground reinstatement. A question around consumable items such as laptops, printers being included on the register. The committee agreed to keep these items on the register. Tennis nets in twice so duplicate needs to be deleted. Error with the decimal point to be amended.

22F/159. For consideration at the next meeting

Management accounts & Year End reports

Risk assessment (section 3 & 4 and the Village Hall risk assessment)

22F/160. Date of next meeting – Tuesday 26th April 2022

22F/161. Close of meeting – 20.58

Signed _____ (Chair)

Date _____

22F/166. Year End report – Sent out separately and draft available on website

22F/167. Risk assessment review – sent out separately

From the last meeting it was agreed that each member of the committee would take a section of the risk assessment and bring it back to this meeting for review:

Cllr Bolitho – section 3

Cllr Collinson – section 4

RFO – Village Hall risk assessment.

22F/168. Preferred Contractor List – No progress to date.

