

Finance, Legal and Administration Committee (FLAC) Minutes
Meeting held at Cottenham Village Hall on Tuesday 24th May 2022

Present: Cllrs Bolitho (chair), Collinson, Jones, Kidson, Ward and the RFO

22F/172. Election of the chairman for FLAC – Resolution to elect Cllr Bolitho as the FLAC chairman. Proposed by Cllr Kidson and seconded by Cllr Collinson - **RESOLVED**

22F/173. Chairman's Introduction and Apologies for absence – Cllr Hutchison (Personal)

22F/174. To accept Declarations of Interest and Dispensations – None

22F/175. Minutes – Resolution that the minutes of the Finance Committee meeting held on Thursday 28th April 2022 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Collinson - **RESOLVED**.

22F/176. Public Participation – No public present.

22F/177. Management accounts and Bank reconciliation (to 30th April 2022) – There are several amendments needed to the P&L against budget report, some items need to be moved into appropriate sections, some of the inputted budget lines are incorrect and section B of the income needs some adjustments. The bowls club recharged electricity needs to be moved into the recouped utility costs line and village hall events costs are duplicated. Otherwise, the committee were satisfied that the Management accounts and Bank reconciliation were an accurate record. Cllr Bolitho asked about where we show our outstanding loan balances and assets which are all detailed in our year end accounts. There was some discussion regarding careful consideration of loan repayments in the future, RFO asked for the interest rates on our loans to be presented at the next FLAC meeting. The RFO will move 100k from the Utility Trust current account to the Nationwide account and 50K to the Triodos account.

22F/178. Preferred contractor list – The proposal is that prospective contractors for plumbing services, electrical services, graphic design and printing, computer repair & maintenance and general maintenance are invited to apply to be on the preferred contractor list via the council's website They will be asked to complete an application form and provide references, examples of their costs, service standards and response times, experience of working with councils and outline two examples of their work. The council will then undertake a desk exercise to determine whether the applicant is to be included on the approved contractors list. If approved the contractor will be written to confirming their appointment. The plan is for the list to cover a period of four years at which point the council will undertake this process again or it may at its own discretion extend the period of the appointment. It must be clear that we cannot guarantee any work to the contractor during this period. Council will consider further applications where a shortage in service provision is identified. Commercial information should be kept confidential during the process. To look at a deadline for applications towards the end of September and for the list to be agreed at the start of November for the 4-year period. To go to full council to agree process.

22F/179. Terms of reference (TOR's) for the Finance, Legal and Administration committee – The committee looked at the TOR's and considered the meeting frequency and by vote agreed bi-monthly meetings going forward. Under section 5 Minutes of Meetings, it was agreed to remove the requirement to send a copy of the minutes to Cottenham library. Under section 6, Financial Strategy and Planning paragraph(g) the committee felt that the preparation of a 4-year plan should be something we strive to do in the coming months. Under Section 6, Financial Review & Monitoring paragraph (J) we felt that this needed further discussion at Full council because the scope is unclear. Under section 7, Delegation of powers we need to clarify that this refers to the

clerk of the council as opposed to the clerk of the meeting, the agreement was to add 'Parish' to Clerk so that this is clearer.

22F/180. Schedule of activities for FLAC – deferred until the next meeting.

22F/181. Pavilion annual running costs – The committee looked at the annual running costs of the pavilion which is currently approximately 19-20K per year, the biggest costs being utilities (approx. 11k) the caretaker (approx. 5.8K) and servicing/maintenance (approx. 3k). It was agreed that this should go to full council for further discussion.

22F/182. For consideration at the next meeting

Management accounts & Bank reconciliation

Approved Contractor process

Pavilion costs

Schedule of activities for FLAC

22F/183. Date of next meeting – Thursday 21st July 2022

22F/184. Close of meeting – 9.16pm

Signed _____ (Chair) Date _____