

DRAFT Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held at Cottenham Village Hall on Thursday 28th April 2022

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

22F/162. Chairman's Introduction and Apologies for absence – Cllr Young (Personal)

22F/163. To accept Declarations of Interest and Dispensations – None

22F/164. Minutes – Resolution that the minutes of the Finance Committee meeting held on Tuesday 29th March 2022 be signed as a correct record. Proposed Cllr Hewitt and seconded by Cllr Ward - **RESOLVED**.

22F/165. Public Participation – No public present.

22F/166. Year-end report (to March 31st, 2022) – Some minor queries, Cllr Ward asked where the grant from Cottenham United Sports & Social club for the screening equipment was shown, this is included in other income on the income page, this is also shown in the balance sheet as a reserve. Some changes to the donations section on the expenditure, Christmas Concerts has been moved as not a donation, the figure in Cottenham Chest has been broken down further to show the Dissenters Cemetery and Goode Bequest monies going out and the Christmas donations are now shown in the income section. Commentary for the balance sheet section (page 10) was agreed. Proposal that FLAC accept the Year End accounts as an accurate record - Proposed Cllr Hewitt and seconded by Cllr Bolitho.

22F/167. Review of Risk assessments – The committee reviewed Sections 2, 3 & 4 of the general risk assessment and the Village Hall risk assessment. From the general risk assessment In Section 2 it was agreed to remove CPA 11, CPA 12 and CPA 15 as no risk identified. In Section 3 PM15 under the risk "inadequate control of procurements between £3000 and £25000" we agreed to add "to perform the necessary due diligence" to the control measures. In Section 4 SCP 1 under control measures, it was agreed to amend the checks on storage of chemicals from daily to regular. SCP 1, SCP 2, SCP 3 and SCP 14 the committee agreed for the caretaker to be included on several of the bullet points under control measures. It was noted that there are two SCP 14's so this will be amended. SCP 17 & 18 for the Clerk & Assistant Clerk to be added under the Control Measures. The committee identified a new risk, we now have responsibility for Defibrillator(s) and the risk is of malfunction/needing repair, the control measures of monthly checks and logging inspections with Heartbeat with a nominated councillor (currently Cllr Hewitt) was agreed. Under the Village Hall risk assessment, Manual Handling, under mitigations to reduce risk to add that lightweight furniture has been purchased, Fire section under notes to clarify that the Fire Alarm to be checked weekly, Violence and threatening behaviour under mitigations to reduce risk to add Personal alarms offered to staff & Lone Working Policy and risk assessment carried out. Under the RIDDOR section on page 6 to add Clerk and Assistant Clerk as the designated member of the parish council. RFO will update the risk assessments and circulate to council.

22F/168. Approved contractor list – currently this has not been progressed due to time constraints. This will come to the next FLAC meeting – deferred.

22F/169. For consideration at the next meeting

Appoint a chair for the committee

Management accounts & Bank reconciliation

Approved Contractor process

Schedule of activities for FLAC

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

22F/171. Close of meeting – 20.45

Signed _____ (Chair) Date _____