

AGENDA PACK
Finance, Legal and Administration committee
Tuesday 24th May 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 Tuesday 24th May 2022 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

22F/172. Election of the chairman for FLAC

22F/173. 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/174. 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/175. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Thursday 28th April 2022 be signed as a correct record.

22F/176. 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/177. Management accounts and Bank reconciliation (to end of April 2022) - RFO

22F/178. Preferred contractor list – progress report – Cllr Ward

22F/179. Review the 'Terms of Reference for the Finance, Legal and Administration committee' - RFO

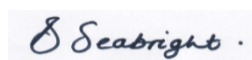
22F/180. Schedule of activities for FLAC – RFO

22F/181. Pavilion annual running costs - RFO

22F/182. For consideration at the next meeting -

22F/183. Date of next meeting – Tuesday 24th May 2022

22F/184. Close of meeting –



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17th May 2022

22F/175. Minutes

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 _____

22F/177. Management Accounts – Sent out separately. Bank reconciliation below:

Bank Reconciliation to April 2022 – checked by RFO

Account	Balance £	Initial
Unity Trust current account	449,308.33	DS
Unity Trust project account	52,360.86	DS
Unity Trust deposit account	40,044.41	DS
Cambridge Building Society account	72,019.39	DS
Triodos account	50,461.01	DS
Nationwide account	5,146.87	DS
Multipay Card	0	DS
	Total in bank accounts: £669,340.87	DS

Xero accounting system & bank statement balances agree	Signed by RFO DS
Reconciliation adds up.	Signed by RFO DS

22F/178. Preferred Contractor List.

Approved Contractor arrangements - proposal

In March FLAC has proposed (22F/155) that CPC “draw up 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.”

Proposed procedure for setting up an Approved Contractors List for consideration by Full Council:

1. Introduction

Cottenham Parish Council is inviting contractors who are based within the Parish of Cottenham and District of South Cambridgeshire to provide the following services on an ad hoc basis:

- Plumbing services
- Electrical services
- Graphic design and printing
- Computer repair/maintenance

2. Process

Prospective contractors are invited to apply via the Council’s website www.cottenhampc.org.uk to be included on the Council’s Approved Contractors List

Contractors are required to complete an Application Form and provide a minimum of two trade references, examples of their costs (where applicable), service standards/response times, experience of working with parish councils and outline two examples of their work. Where appropriate they will also be required to provide a copy of their current company’s public liability insurance

The Council will 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 and will be advised that they will be contacted to provide quotations for work as the opportunity arises.

The deadline for the receipt of applications is xx July 2022. The Council will only consider further applications where a shortage in service provision is identified.

3. Period

The Approved Contractors List will cover a period of four years. After four years has passed the Council will undertake this process again, or it may at its own discretion extend the period of appointment. The period will be [1 August 2022 to 30 July 2026].

The Council cannot guarantee any work to the Contractor during the period they are named on the Approved Contractors List.

4. Assessment

CPC's Finance, Legal and Administration Committee will determine the suitability of each applicant based on the information contained within the application form, the findings from the independent references, the confirmed level of insurance cover in place, if applicable, and that the Contractor meets one or more of the identified services as set out in paragraph 1 above and the requirements as set out in paragraph 2. NB Information submitted in the application process will not be made public. FLAC's recommendations will be presented to CPC Full Council for approval. All applicants will be written to by the Council following the completion of the process, confirming whether the company has been included on the Approved Contractors list or not.

5. Information sought from contractors in application process

This may be as an online form if it can be done without involving additional cost or as a PDF to complete and return.

Which service are you offering?

Plumbing services/Electrical services/Graphic design and printing/Computer repair and maintenance/[General building services?]

Name of business

Name of contact

Role in business

Nature of business: sole trader, partnership, company, other

Phone number

Email

Address

Payment terms

If your payment terms require payment in advance, please supply a copy of your most recent accounts.

Please list any Trade, or Professional Association that you/the organisation belongs to

Do you currently hold the following? (tick all that apply; if successful, you will be asked to provide details)

Public Liability Insurance

Employer's Liability Insurance

Please give two trade references, with details of the work undertaken for them

What experience do you have of working with Parish Councils? Describe the type of work, when it was undertaken, for whom etc

Do you have standard charges? e.g. call out charges, hourly charges, print charges? If so please state

What service levels do you provide e.g. response times, service standards

Tell us a bit about yourself and why you would like to work with CPC

22F/179. FLAC terms of reference

1. Membership

- a) Membership is 7 members of the Parish Council, including Chair and Vice Chair “ex-officio”
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Committee has only Councillors as members

2. Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

3. Frequency of meeting

The Committee shall normally meet quarterly, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting shall be called to draft the budget for the following financial year and recommend a precept level to the Parish Council
- b) at least one meeting shall be called to consider the end of year accounts and Audit requirements

4. Notice of meetings

a) ordinary meeting

The Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting.

b) extra ordinary meeting

An extra ordinary meeting can be called by the Committee Chair and Clerk or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

5. Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked “draft,

subject to amendment”) on the website within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

6. Areas of responsibility

The Finance, Legal & Administration Committee has delegated authority to:

Policy & Regulation

- a) review the Financial Regulations at least annually, recommending any amendments to the Parish Council
- b) review the Standing Orders at least annually, recommending any amendments to the Parish Council
- c) recommend, and produce where necessary, policy documents for adoption by the Parish Council
- d) ensure that the Parish Council meets its internal and external audit requirements and receives and considers internal and external audit reports
- e) respond to consultations and requests regarding financial or legal matters

Financial Strategy & Planning

- f) formulate medium and long-term financial strategies
- g) prepare a rolling 4-year plan to be reviewed quarterly
- h) submit to the Parish Council consolidated estimates of income and expenditure for the next financial year so as to recommend budgets and the required annual Precept

Financial Review & Monitoring

- i) review the accounts and estimates as necessary throughout the year
- j) review and make prioritised recommendations on the financial implications of any matters raised by Committees and Working Groups
- k) monitor quarterly expenditure against plan, including any necessary detailed reconciliations

Assets, Risk & Insurance

- l) ensure the Asset Register is properly managed and up to date (at least annually and as required)
- m) oversee legal aspects of assets e.g. registration, insurance
- n) conduct strategic Asset Management, including acquisitions and disposals
- o) review the Risk Management Plan, ensuring insurance cover is adequate, at least annually
- p) review and update the detailed Risk Assessment at least quarterly
- q) oversee matters related to Parish Council acquisition or disposal of land and property assets

Contracts & Legal

- r) review terms of existing and proposed contracts and report issues to the Parish Council
- s) provide contract templates for use by Committees, when requires

Office & Employment

- t) ensure appropriate contracts of employment and job descriptions are in place for all employed staff
- u) ensure that PAYE and pension provision are administered in accordance with regulations

v) oversee office management issues related to finance or services

Information & Communication

w) review information management and communication and report to the Parish Council (at least annually), including, when necessary, registration of the Parish Council with the Information Commissioner's Office under the Data Protection Act

Donations & Grants

x) oversee, within an agreed process, requests for donations and grants

y) follow up outcomes of grants and donations

7. Delegation of powers

a) The Clerk may spend on any matter (in accordance with the Financial Regulations) deemed as an emergency, up to £5000 in any one quarter and report back to the Parish Council at its next meeting.

b) When authorised by a Committee vote, the Committee may approve spending, up to 10% of the budget in a quarter on a delegated expense line item without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified.

8. Precedence

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

22F/180. Schedule of activities for FLAC

Suggested schedule of activities to help FLAC remember to cover its obligations under the FLAC terms of reference.

Feb –

Appoint internal auditor

Review Standing order – if not done at full council meeting

Review Financial regulations

Check we have registered with the ICO – automatic renewal in March.

April –

Year-end accounts and Internal audit preparation

June –

Consider insurance requirements for renewal in September.

August – no meeting

September –

Review asset register

Review risk assessments

Review internal controls document

November –

Budget planning

Consider grant requests

December – if needed to complete budget planning

Policy reviews – as required

Consultations – as required

Legal matters – as required

Contracts – as required

Tenders – as required

PAYE/Pension matters – as required

22F/181. Pavilion costs

I was asked recently to give an estimate on the annual costs of the pavilion, this is something that I felt should be drawn to the attention of FLAC.

- Calor Gas 2021-22 - £6453.13
- Pete (Caretaker employment) - £5876.04
- Electric - £3204
- Shutters - £2064
- Water 2021-22 - £744.40
- Servicing a bit of an estimate for now but approx. £300 for the Fire Extinguishers and £300 for the boiler service, and I don't have an estimate as yet for the CCTV.

Total £18,941.57

NB This also does not include incidentals such as the issues with lighting etc, nor does it include cleaning materials, so we are looking at upwards of 19K per year as it stands at the moment.