

**To all Members of Cottenham Parish Council**

You are hereby summoned to attend the **Annual Meeting of the Parish Council**  
To be held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7<sup>th</sup> June 2022 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 22/142. 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.
- 22/143. 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).
- 22/144. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 10<sup>th</sup> May 2022, EOM held 17<sup>th</sup> May 2022 and EOM held 17<sup>th</sup> May 2022 be signed as a correct record.
- 22/145. 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.
- 22/146. 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
  - **Jubilee** – Clerk
  - **Playground project** – Cllr Kidston
- 22/147. Internal audit** – Consider review of internal audit report – RFO
- 22/148. Annual Governance Statement** – review and approve the Annual Governance Statement 2021/22 as part of the Annual return for the year ended 31st March 2022 - RFO
- 22/149. Accounting statements** – review and approve the Accounting statements 2021/22 as part of the Annual return for the year ended 31st March 2022 - RFO
- 22/150. Preferred Contractor list for the council** – agree a process and timeline to formulate a list – FLAC
- 22/151. FLAC's Terms of Reference (TOR's)** - Section 6, Financial Review & Monitoring paragraph (J) scope is unclear and needs clarification - FLAC
- 22/152. Pavilion annual running costs** – consider review of annual running costs for the Pavilion - RFO
- 22/153. Summer reading challenge** – consider application to Cottenham Chest for grant of £250 - RFO
- 22/154. Councillor training** – consider training requirements for new and existing councillors - Clerk
- 22/155. Co-option policy** – Consider adoption of Co-option Policy - Clerk
- 22/156. Finance**

Income	Description	Net	Gross	
Village Hall income	From the family disco door takings	£89.17	£107.00	
Cambridge Kids Club	Invoice payment May 22	£754.26	£905.11	
Cottenham resident	Donation towards bar cups	£200.00	£200.00	

Zettle	Bar income from the Village Hall	£2,212.85	£2,664.94	
Whyatts Fair	Rent of the green for the fair	£1,100.00	£1,320.00	
Bowls Club	Rent, Water and Electric	£408.38	£454.05	
COLTS	Invoice payment	£1,273.17	£1,527.80	
CUFC	Invoice payment	£385.12	£462.14	
Lovefit	Village Hall regular user – inv payment	£60.00	£72.00	
Strive Bootcamp	Village Hall regular user – inv payment	£80.00	£96.00	
BB Fitness	Village Hall regular user -inv payment	£60.00	£72.00	
Fen Edge Orchestra	Village Hall regular user – inv payment	£100.00	£120.00	
1st Cottenham Guides	Village Hall regular user – inv payment	£22.50	£27.00	
2nd Cottenham Guides	Village Hall regular user – inv payment	£22.50	£27.00	
WI	Village Hall regular user - inv payment	£55.00	£66.00	
Living Sport	Village Hall regular user - invpayment	£40.00	£48.00	
Living Sport	Village Hall regular user – Inv payment	£70.00	£84.00	
Village Hall Hire	One off hires - TOTAL	£1,047.39	£1,256.86	
Tilia Homes	Jubilee sponsorship	£250.00	£250.00	
Charles Church Homes	Jubilee sponsorship	£500.00	£500.00	
		<b>£8,730.34</b>	<b>£10,259.90</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for June 2022	£5,858.04	£5,858.04	-
Avanit	Hall TVs & audio system (already paid)	£4,376.50	£5,251.80	2451
AJ King	Monthly ground maintenance	£3,816.66	£4,579.99	2459
Principle Furniture	80 chairs & 2 storage units (already paid)	£3,494.00	£4,192.80	2421
Polarglaze Ltd	50% deposit - new door for Ladybirds (already paid)	£2,325.00	£2,790.00	2452
Connections Bus	Youth work sessions	£2,128.00	£2,128.00	2423
Sports & Play Consulting	Consultation for playground design (phase 1) to tender (already paid)	£1,950.00	£1,950.00	2422
AJ King	Overseeding football pitches	£1,620.00	£1,620.00	2460
HMRC	TAX and NI for May 2022 (Month 2)	£1,499.60	£1,499.60	-
Happy Cups	500 reusable pint cups (already paid)	£605.00	£726.00	2420
PPL/PRS	Music license charge for the year	£518.16	£621.79	2461
British Gas	Electricity for the Village Hall	£537.15	£564.00	2453
Connections Bus	Youth work sessions	£1,596.00	£1,596.00	2472
		<b>£30,324.11</b>	<b>£33,378.02</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension payment	£453.20	£453.20	-
Heelis and Lodge	Internal Audit fee	£450.00	£450.00	2447
Currys Business	Tall fridge for the Village Hall	£320.82	£384.98	2466
Progress Cleaning	Cleaning - Village Hall	£287.00	£344.40	2438
Milton Brewery	4 Polypins for the bar	£238.33	£286.00	2424
EDF Energy	Monthly DD for the Pavilion	£267.62	£281.00	2457
AJ King	Additional work on the tennis courts	£220.00	£264.00	2464
Ecotricity	Gas for Village Hall (DD) monthly	£242.10	£254.20	2433
CB Creative	Paid for Online Trophies for Jubilee	£189.00	£236.80	2468
Source for Business	Water - Bowls & Allotments DD (6 month)	£230.45	£230.45	2458
N J Parker	Bench x3 refurb at rec	£169.69	£169.69	2428
Community Heartbeat	Annual support cost year 4	£135.00	£162.00	2431

Watch the Dot	Premium hosting (annual charge)	£120.00	£144.00	2463
Amazon	Jubilee - 7 black photo frames	£116.48	£139.87	2469
Cromwell Fire Ltd	Fire Alarm service for Ladybirds	£114.00	£136.80	2467
Viking	Stationery items	£103.75	£124.50	2462
AJ King	Supply & fit concrete base in 3rd field	£100.00	£120.00	2426
BCS	Payroll processing	£98.00	£117.60	2430
Criterion	Ice cream for the bar	£75.60	£90.72	2437
Criterion	Ice cream for the bar	£75.60	£90.72	2471
Urbancoms	Broadband - Village Hall (DD) monthly	£69.33	£83.20	2435
BSL	Glasswasher hire (DD) monthly	£53.00	£63.60	2436
Amazon	Wall mounted bottle opener (already paid)	£51.78	£62.14	2446
EDF Energy	Monthly DD for the Green	£56.19	£59.00	2456
Amazon	Bunting for Jubilee (already paid)	£47.47	£56.97	2441
SLCC	Course (Standards and Well being)	£45.00	£54.00	2427
Nisbets	Box 48 nonic toughened beer glasses	£38.99	£53.98	2465
Amazon	Baby changing table	£44.13	£52.96	2451
Amazon	Ice bucket and tongs (already paid)	£41.64	£49.98	2445
Amazon	Jubilee - Queen cut out	£37.45	£44.94	2444
Amazon	Jubilee - window sticker	£29.15	£34.98	2470
SSE Southern Electric	Electricity - streetlighting (DD) monthly	£32.74	£34.36	2432
Criterion	Ice cream for the bar	£25.20	£30.24	2425
CAPALC	Course (Archiving and retention)	£30.00	£30.00	2429
Amazon	Bar runner mat (already paid)	£16.33	£19.60	2442
Initial	Sanitary waste collection at Village Hall (DD) monthly	£14.63	£17.56	2434
Amazon	Jubilee - Union Jack Bunting	£7.49	£8.99	2448
Amazon	Headphone Jack adapter & shipping	£6.23	£7.48	2439
Amazon	Jack adapter & shipping	£3.99	£5.49	2440
TV Licensing	TV licence	£159.00	£159.00	2473
		<b>£4,816.38</b>	<b>£5,409.40</b>	
<b>Multipay</b>				
Booker	Bar stock for the Village Hall	£314.30	£377.16	2443C
Booker	Bar stock for the Village Hall	£76.77	£92.12	2449C
Tesco	Refreshments for the APM	£19.83	£19.83	2450C
O2	Phone top up for the asst clerk	£10.00	£10.00	2454C
Booker	Bar stock for the Village Hall	£106.43	£127.72	2455C
Booker	Bar stock for the Village Hall	£174.82	£209.78	2472C
SCDC	TEN Licence	£21.00	£21.00	
		<b>£723.15</b>	<b>£857.61</b>	

Resolution to pay these invoices - RFO

**22/157. Management accounts** – to review the monthly management accounts - FLAC

**22/158. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**22/159. Matters for consideration at the next meeting**

**22/160. Dates of next meetings** – Highways 14<sup>th</sup> June, CALF 21<sup>st</sup> June, Planning 23<sup>rd</sup> June, Full 5<sup>th</sup> July.

**22/161. Close of Meeting**



Jo Brook - Clerk

Village Hall, Recreation Ground, Lambs Lane Cottenham, Cambridge, CB24 8TA. Tel: 07503 328401.

[clerk@ottenhampc.org.uk](mailto:clerk@ottenhampc.org.uk)

31<sup>st</sup> May 2022