

DRAFT Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held at Cottenham Village Hall on Tuesday 19th July 2022

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

22F/185. Chairman's Introduction and Apologies for absence – Cllrs Hutchison (work), Kidson (Illness), Ward (Personal)

22F/186. To accept Declarations of Interest and Dispensations – None

22F/187. Minutes – Resolution that the minutes of the Finance Committee meeting held on Tuesday 24th May 2022 be signed as a correct record. Proposed Cllr Collinson and seconded by Cllr Jones - **RESOLVED**.

22F/188. Public Participation – No public present.

22F/189. Management accounts and Bank reconciliation (to 30th June 2022) – The P&L against budget report is now working properly. Cllr Collinson queried the electricity expenditure at the pavilion, which is very high, there is a small working group looking into this, see item 22F/195. Cllr Bolitho queried the high water/sewerage charges for the Village Hall, the RFO will arrange for the water company to come out and take a reading to make sure that this is in line with the charges. The RFO will check the interest rates on our current bank accounts for the next FLAC meeting. The committee was satisfied that the accounts are an accurate record.

22F/190. Financial Management of Assets and unexpected maintenance costs – The Parish council now has increased assets, especially since the construction of the Village Hall and Nursery. We are now exploring ways in which we can manage our assets and unexpected maintenance issues in the parish. The RFO contacted our internal auditor to ask the best practice for doing this. The response suggested that building up a reserve (as part of our budgeting process) would be an acceptable and prudent way of financially managing our assets and unexpected maintenance costs. Proposal that as part of the budgeting process that the council will create a reserve for the longer-term management of assets and unexpected maintenance costs – Proposed Cllr Collinson and seconded by Cllr Jones - **RESOLVED**

22F/191. Review preferred contractor list application form and advertisement – The council reviewed the application form and advert prepared by Cllr Ward & the RFO for the preferred contractor list. The aim is to have the advert out on the 1st of August 2022 with a deadline for applications by the 30th of September 2022. The committee proposed that we proceed using the application form and advert prepared – Proposed Cllr Jones and seconded by Cllr Collinson - **RESOLVED**

22F/192. Proposed contract for the playground development – HAGS Play are our preferred contractor for the playground development which was agreed at the full council meeting on the 5th July. There is 12k towards the project from Chestnut's nursery. Amey have invited us to submit a full application for grant funding from them of up to 20k, submission for this is by the 22nd August and the response will come in early September, work on the application is well underway. We have earmarked £18K plus the 11% of £20K grant (£2,200) as third-party contribution towards the project from the £30K budget. Currently work is progressing on the maintenance schedule to make sure that it's in line with HAGS guarantees. The start of the project will depend on exchange of contracts after hearing from Amey, hoping for a 3-month lead in time. The committee reviewed the template contract from HAGS Play and were content with the Parish Council completing this document.

22F/193. Terms of reference (TOR's) for the Finance, Legal and Administration committee – Cllr Bolitho, Hewitt and the RFO met to discuss the wording in Financial Review and Monitoring

section, the current wording is “review and make prioritised recommendations on the financial implications of any matters raised by Committees and Working Groups” the suggested wording is “to review and make prioritised recommendations on the financial implication of relevant matters brought to FLAC by committees and working groups.” Proposal to accept the amendment to section J in FLAC’s TOR’s and to take to full council for final agreement– Proposed Cllr Bolitho and seconded by Cllr Collinson - **RESOLVED**

22F/194. Schedule of activities for FLAC – The RFO has drawn up a schedule of activities for FLAC’s bimonthly meetings. At the February meeting – Appoint an internal auditor, Review Standing orders, Review Financial regulations, check we have registered with the ICO – automatic renewal in March. At the April meeting - Year-end accounts & Internal audit preparation. At the June meeting - Insurance requirements for renewal in September. At the September meeting - Review asset register, Review risk assessments & Review internal controls document, agree a date for grant application deadline. At the November meeting – Budget planning, consider grant requests, Reserves for assets/unexpected maintenance and a further meeting in December if needed to complete budget planning. Policy reviews, Consultations, Legal matters, Contracts, Tenders and PAYE/Pension matters are as required. Proposal to accept this schedule of activities for FLAC - Proposed Cllr Collinson and seconded by Cllr Bolitho - **RESOLVED**

22F/195. Pavilion annual running costs – As a result of recent investigations, the council have concerns about the running costs of the pavilion. A small working group are currently doing a deeper investigation into how the building functions working their way through the operational manuals available. A series of meter readings have been taken over a 4-week period and the usage is consistently high. It is believed that there are a number of automated systems which we need to understand and reprogramme. Further investigations are underway and will be reported back to council. The council are also considering additional ways to reduce costs and increase the income generated from the building by pushing the advertising for bookings at the pavilion and the possibility of getting WiFi into the building in the future.

22F/196. For consideration at the next meeting

Management accounts & Bank reconciliation
Agree a deadline date for grant applications
Asset register
Risk assessments
Internal Controls document

22F/197. Date of next meeting – Tuesday 27th September 2022

22F/198. Close of meeting – 8.10pm

Signed _____ (Chair) Date _____