

## Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: None

<b>Agenda No:</b>	Present: <b>Cllrs:</b> David Jenkins (Chairman), Andy Butcher, Neil Davies, Ashley Gordon, Denis Payne Clerk: Angela Young; RFO: Lynda Marsh	
F17/048	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllrs Brian Ing (personal), Edd Stonham (personal)	
F17/049	<b>MEMBERS DECLARATIONS OF INTERESTS</b> <b>To receive</b> declarations of pecuniary interest from Councillors <b>on items on the agenda</b> - None declared <b>To receive</b> written requests for dispensations for disclosable pecuniary interests (if any) – None declared <b>To grant</b> any requests for dispensation as appropriate – None requested	
F17/050	<b>PUBLIC PARTICIPATION</b> No public present	
F17/051	<b>APPROVE MINUTES OF THE MEETINGS HELD 23<sup>rd</sup> October and 27<sup>th</sup> November 2017</b>	
051.1	Proposed Cllr Payne, seconded Cllr Butcher all in favour to accept and sign both sets of minutes	
F17/052	<b>MATTERS ARISING – from recent meetings</b>	
052.1	Copied to all ( <b>Appx 1</b> ) Further discussion on: <u>Item 16/044.2 Projector</u> To be fitted before New Year, Section 106 spend <u>Item 17/035.1 SLA HICOM</u> Cllr Payne to call meeting <u>Item 17/036.1 NNDR</u> Cllr Davies yet to contact SCDC and Lucy Frazer (MP) by January 2018 <u>Item 17/036.4 Internal Audit</u> Cllr Jenkins to attend next scheduled audit 10 January 2018 <u>Item 036.5 Contact Cottenham Parish Council an Chief Inspector</u> Cllr Jenkins by January 2018 <u>Item 037.4 School Access</u> Cllr Stonham to clarify need for contact with school Head	
F17/053	<b>TO REVIEW AND ACCEPT (all listed in Clerks Report)</b>	
053.1	<u>Clerks Report (Appx 2)</u> Noted and accepted. Further discussion on: <u>Cambridge &amp; Counties Bank</u> Increase in interest from 1.5% to 1.75% from 1 December 2017. Noted LGPS investment in both Cambridge & Counties and Cambridge Building Society <u>Community Land Trust</u> opportunities. Cllr Jenkins following by resident <u>Website</u> Deputy Clerk to contact conference speaker to explore service offered. Request for £1k budget for website improvements via FLAS budget request 8 January 2018	
053.2	<u>Quarterly Budget Report</u> The quarterly figures will form part of the Precept calculation. RFO has no concerns to highlight	
053.3	<u>Annual Section 106 Report</u> (formed part of <b>Appx 2</b> ) Accepted. RFO to enquire about any outstanding payments. None advised to date	RFO
053.4	<u>Nation Living Wage Policy Review</u> Policy reviewed and to remain unchanged. Noted increase to National Living Wage in November Budget for implementation by April 2018	
053.5	<u>Retrospective Payments</u> made in a month where no Full Council meeting held. Proposal that Chair and Vice Chair of Council, plus a third Councillor selected by the RFO, initial paid invoices and paperwork for ratification at next meeting. Following discussion <b>agreed</b> to leave process as currently: In a month where this a Full Council meeting	
	<ul style="list-style-type: none"> <li>• RFO preparing payment list, forming part of the Clerks Report</li> <li>• One signatory attends office and initials all invoices for outstanding items</li> </ul>	

053.6	<ul style="list-style-type: none"> <li>Once agreed, the day following the council meeting, two councillors nominated by the RFO go online and authorise payments</li> </ul> Payments paid under delegated authority: In a month where there is not a Full Council meeting: <ul style="list-style-type: none"> <li>Regular payments, salaries and those that incur a charge if not paid</li> <li>One signatory initials payments sheet to date. Second Councillor does the same and both Councillors go online and authorise payment</li> <li>Reported to next meeting</li> </ul> All accepted current process as outlined by the current RFO <u>Delegation Policy</u> <b>Agreed</b> to alter as follows: <ul style="list-style-type: none"> <li>Add Job titles to each delegation policy</li> <li>Change Chelsea Presland to Chelsea O'Brien</li> <li>Delete reference to absence of both Clerk and RFO and replace with "In the absence of Clerk of both Clerk and RFO"</li> </ul> No reference to any issues not delegated required	Clerk
F17/054 054.1 054.2 054.3 054.4 054.5 054.6	<b>OTHER MATTERS</b> <u>Transparency Code</u> Members supportive of recommendations in Clerk's Report so long as implementation easy and straight forward: <b>Agreed:</b> <ul style="list-style-type: none"> <li>Modify Clerk's monthly report on finances to include further details</li> <li>Publish grant details on website</li> <li>Publish waste contract on website</li> </ul> <u>Strategic Partnerships</u> Cllr Jenkins provided paper for consideration ( <b>Appx 3</b> ). <b>Agreed</b> in principle. Discussion followed on: <ul style="list-style-type: none"> <li>Attendance of AGMs if strategic partnership envisaged</li> <li>Additional suggestions for list, some covered in generic form (CAPALC; NALC; LCPAS; Histon Feast; Milton Road Housing Developers; Luminus)</li> </ul> <b>Agreed</b> Cllr Jenkins to prepare motion for January 2018 agenda asking individual Committees to come up with proposals on who it was important for them to relate to. Annual report expected to be reporting mechanism employed <u>3 Year Forecast</u> No input as yet to Cllr Jenkins, will follow up with individual Chairs. Suggestion on budget training for Councillors in terms of visions, in-house August/September 2018. Agenda item 8 January 2018. Annual Timetable item June/July. Review of 3 year forecast prior to Summer break <u>Medium Term Financial Strategy – Sec 106</u> Cllr Jenkins to prepare draft for Finance, Legal and Admin 9 April 2018. To include use of Section 106 funding <u>Committee Budget request to date</u> Members reviewed FLA request. Additional £1k <b>agreed</b> for website, £8k elections may be removed, from reserves if required. Salaries figure will need to be reviewed, re overall impact following decision on Living Wage Policy. Members reviewed paper setting out initial requests for Committees. Input yet required on Milton Road Community Park budget requirement, Neighbourhood Plan and Highways LHS application spend 18-19. Cllr Jenkins to meet with RFO and Clerk 11 December 2017 <u>Agreement to pay SLCC renewal membership for Clerk</u> due 1 January 2018 - £185, ALCC £30. Proposed Cllr Payne, seconded Cllr Butcher to pay renewal membership £185, excluding ALCC component £30. All in favour and <b>agreed</b> <u>Proposal to pay new SLCC membership costs for Deputy Clerk 2018-19</u> to enable access to CPD courses and direct support, £185. Proposed Cllr Payne, seconded Cllr Butcher all in favour and <b>agreed</b>	DJ Next agenda April Agenda DJ/Clerk/RFO
F17/055	<b>DATE OF NEXT MEETING</b> Next scheduled meeting: <b>Monday 8 January 2018</b> Then 9 April 2018	
F17/056	<b>How to communicate meeting discussions/decision and to request items for next agenda(s):</b> No website article Next Agenda:	

	Precept Request 2018-19 Communication Protocol Disaster Recovery Plan Items from Annual Timetable 2017-18 Budget Training	
	<b>Meeting Closed: 7:20pm</b>	