

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 1

Agenda No:	Present: Clrs: David Jenkins (Chairman), Andy Butcher, Neil Davies, Ashley Gordon, Brian Ing, Denis Payne, Edd Stonham Clerk: Angela Young; Steve Cox, Chairman Histon & Impington Feast Committee	
F17/010	ELECTION OF CHAIR Cllr Stonham, nominated by Cllr Davies. Cllr Jenkins, nominated by Cllr Gordon 3 in favour to elect Cllr Stonham 4 in favour to elect Cllr Jenkins. AGREED Cllr Jenkins elected as Chair ELECTION OF DEPUTY CHAIR All agreed required. Cllr Stonham, nominated by Cllr Jenkins. All AGREED	
F17/011	TO RECEIVE APOLOGIES FOR ABSENCE None	
F17/012	TO NOMINATE COUNCILLOR COMMITTEE MEMBER AS REPRESENTATIVE TO COMMITTEE RESTRUCTURE TASK & FINISH GROUP Cllr Stonham, nominated by Cllr Jenkins. All AGREED	
F17/013	TO REVIEW AND ACCEPT TERMS OF REFERENCE Provided to all (Appx 1 , Clerk's Report) Agreed to insert word "scheduled" under 2.19. Proposed Cllr Ing, sec Cllr Stonham, all in favour and accepted. Noted item 2.9 "Formulate medium and long term financial strategies"	
F17/014	MEMBERS DECLARATIONS OF INTERESTS To receive declarations of pecuniary interest from Councillors on items on the agenda <i>Cllr Davies – Treasurer Histon & Impington Feast Committee Item 19.1</i> To receive written requests for dispensations for disclosable pecuniary interests (if any) – None declared To grant any requests for dispensation as appropriate – None requested	
F17/015	PUBLIC PARTICIPATION With agreement of Committee, Chairman brought forward item 19.1 to Public Participation. Cllr Davies left the meeting, took no part in discussions and did not vote. <u>To revisit a request from Histon & Impington Feast Committee for a donation to help towards Road Closure costs for Feast Festival 2 July 2017, for up to £2,000 total following receipt of a letter setting out a material change in circumstances</u> Noted 4 Councillors had signed a request to revisit a decision made within 6 months. It was pointed out this did not predetermine any decision to be made. Steve Cox, Chairman Histon & Impington Feast Committee addressed the meeting and updated his letter copied to all, dated 8 May. Discussion included: <ul style="list-style-type: none"> • Feast Committee's appreciation of Parish Council's generosity in previous years, and confirmation that the event would proceed with or without an increased donation • Feedback from residents to the Feast Committee on the benefits of the event, and thanks for the way it brings the community together • Unexpected level of costs of road closure this year – although new quote now indicated cost of £1,600 including VAT • Decision on increased road closure operatives to protect volunteers • Feast Festival costs in region of £2,500 in totality to put on. Rarely makes a profit. Normal year sees in region of £5,000 distributed to local groups largely funded by programme sales. Additionally longer term village projects are 	

	<p>continuously funded. Cllr Ing declared an interest as President of Histon Cricket Club who have been funded in the past</p> <ul style="list-style-type: none"> Principles on budget setting and funding year on year. Steve Cox felt any assistance from the Parish Council during 2017 would not be seen as a precedent <p>Members congratulated Steve on the work of the Committee, particularly on this very popular event. Standing Orders instated.</p> <p>Full discussion followed with main points raised:</p> <ul style="list-style-type: none"> Legal issues surrounding donations Perception that payment could be seen as subsidising an event Estimation of attendees to Feast Festival 3,000 providing good value for money Council's power to contribute towards Road Closure orders Support (non financial, administrative only) given to Playsafe events locally, including road closure orders VAT element not reclaimable by Feast Committee Posters and Banners could advertise any assistance given with the Road Closure to facilitate safety at the unique, village-wide event <p>Proposed Cllr Gordon, sec Cllr Stonham, 4 in favour, 1 against to cover 100% of the costs (estimated at £1,334 + VAT). This figure includes £200 already agreed last meeting.</p> <p>Cllr Davies returned to the meeting</p>	LGA 1972, s144/Highways Act 1980, s274A
F17/016 016.1	APPROVE MINUTES OF THE MEETING HELD 10th April 2017 Deferred to next agenda	Next agenda
F17//017 017.1	MATTERS ARISING – from recent meetings Deferred to next agenda	Next agenda
F17/018 018.1	TO RECEIVE, REVIEW AND ACCEPT Clerk's Report (Appx 1) Noted and accepted. Further discussion on: <u>CCLA Deposit Account</u> Report due at July meeting on Local Authorities' Property Fund. View expressed that this must be part of a Medium and Long Term Financial Strategy, not currently agreed. <u>Burial Rights Reform Bill</u> Concern expressed that any Bill passed may impact on administrative workload, and force inefficient use of interment space <u>SCLG "Running Free" Consultation</u> Environment Committee had considered a response at their meeting, and Recreation Committee members had been alerted by email. Members felt it important to retain the scope to charge for use of public parks and delegated to the Clerk to work to co-ordinate responses received from Committee members, respond and report to Full Council on outcome	Next agenda Full Council
F17/019 019.1 019.2	OTHER MATTERS Road Closure Histon Feast Festival taken under Public Participation <u>To consider agreement to use of Children's Play Area at The Green to provide additional access point to redeveloped Primary School on the Junior School site and, if agreed, to set out caveats on any legal or maintenance issues</u> Cllrs Butcher and Payne reported on meeting held with Kier 25 May. Notes provided to all. Discussion followed on: <ul style="list-style-type: none"> Principles of idea – to provide safe second, needed access; to encourage less use of cars; support from School Issues – maintenance and costs (capital and on-going); grant funders regulations; play area design limitations, especially paths and entrance gate area; time pressures from contractors re planning application dates; legal issues e.g. covenant currently in place, Public Right of Way/permissive rights issues; employee impact <p>Conclusion that decision could not be made without a report on the full implications, the issue to go before Full Council. Cllr Stonham to call meeting of the Primary School</p>	EWS

019.3	Development Task & Finish Group, holding discussions with stakeholders including PTA, inviting representatives from all relevant Parish Council Committees – Recreation, Highways, Environment – and to come up with a recommendation, covering both positives and negatives, to Full Council 19 June. <u>To review and agree process for acceptance of Service Level Agreements and Key Performance indicators for HICOM roles</u> Draft papers received from HICOM. Agreed that the newly formed Health & Wellbeing Working Party would review at meeting due 12 June.	Full Council
019.4	<u>Parish Council Number of Councillors – to review current level with a view to any recommendation to Full Council to undertake a Community Governance Review</u> No recommendation. For further review after 2018	Health & WellBeing WP
F17/020	DATE OF NEXT MEETING Next scheduled meeting Monday 10th July 2017	
F17/021	How to communicate meeting discussions/decision and to request items for next agenda(s): Website: Support for Feast Festival event Next Agenda: Quarterly review of budgets; Review of Internal Controls; Forward Planning	
	Meeting Closed: 8.55 pm Appendices Attached: Appendix 1: Clerk's Report	