

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 6 October 2014, 7.30 p.m, at the Parish Office, New Road, Impington**

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 4

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| Agenda No: | Present: Cllrs: Denis Payne (Chairman), Hooda Abdullah, Neil Davies, Brian Ing, Derek Marston Clerk: Angela Young | |
| F/14/024 | TO RECEIVE APOLOGIES FOR ABSENCE Cllr David Jenkins (personal), Lynda Marsh (RFO) | |
| F/14/025 | MEMBERS DECLARATIONS OF INTERESTS Pecuniary interest Cllr Ing – Item 29.2 Credit Union (holds personal account) | |
| F/14/026 | APPROVE MINUTES OF THE MEETING HELD 30 June and 14 August 2014 All agreed Chairman to sign all minutes as a true record | |
| F/14/027 | MATTERS ARISING – from those meetings <u>Action List</u> : provided to all and accepted (Appx 1) Additional discussion on: <u>Projector</u> Cllr Ing will discuss further with Planning Committee <u>Information Risk</u> Data Protection training indicate emails not a special risk factor. Analysis to be completed <u>5 Year Forecast</u> Cllr Ing undertaking work. Meetings with Committee Chairs to follow <u>Newsletter item on accounts</u> Unknown date, likely to be end of year | BSI BSI BSI |
| F/14/028 | TO ACCEPT/REVIEW | |
| 028.1 | <u>Clerks Report</u> (Appx 2) Accepted. Noted: <u>CAPALC AGM</u> agenda items to be include a debate on key service provision to member councils and a more equitable affiliation fee structure for member councils for 2015-16 and beyond <u>Methodist Church</u> request to use high street car park as fire assembly point. If Fire Rescue service content with suitability, to be agreed <u>Office Copies</u> replacement title received for The Coppice. Schedule of all land and registration or lease details to be prepared for next meeting <u>Car Park, High Street</u> Cllr Payne and clerk to further investigate details provided of ownership of adjoining land and report back <u>Windmill Grange</u> Query over part ownership of shrubbery. Clerk to visit Manager to discuss <u>Insurance</u> Query over insurance status for Councillors when reacting to emergency situation without time to prepare a risk assessment. Noted insurer's use of words that "best practice" would be to prepare a written risk assessment | Next agenda DWP |
| 028.2 | <u>Half Yearly Review of Budgets and interest investment</u> (Appx 3) Noted income shows £400 under budget once S106 funding discounted. All income that could be influenced – recreation ground, interest were in the positive. Expenditure showed large underspend, due to a mixture of non receipt of invoices, inaccurate budget timing issues, non progression of items. Some concern over possibility of loss of control of budgets during final quarter of the year, dispelled by assurance that controls existed within office. Members accepted that budgets had to be managed via dialogue led by office team. Review accepted noting forecasts from each Committee would be forthcoming as part of precept discussions. Investment accounts noted. RFO to transfer from Scottish Widows into other existing investment accounts in accordance with investment policy | |
| 028.3 | <u>Sinking funds</u> – consistent rules. Rational timescales. Deferred to next agenda pending report from Chairman | Next agenda DWP |
| 028.4 | <u>Draft new Financial Regulations, Terms of Reference Booklet and Delegations</u> Financial Regulations : Early drafts provided for all. Agreed would not be available for October Full Council as planned. Some areas of change identified, updated version to be supplied to all for feedback on other items to be considered. Specific information to be sought on on line banking items. Terms of Reference / Delegations : Early drafts provided for all. | |

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| 028.5 | Some areas of change identified, updated version to be supplied to all for feedback. For adoption at Full Council together with Financial Regulations | |
| 028.6 | <u>External Audit Report</u> Unqualified audit certificate received from Littlejohn. Thanks recorded to staff | |
| | <u>Effectiveness of Internal Auditor (Appx 4) and Internal Control Review</u> Proposed Cllr Ing, sec Cllr Payne all in favour and agreed to accept review. Noted Internal Controls had been reviewed at July Full Council | |
| F/14/029 | OTHER MATTERS | |
| 029.1 | <u>Virement of Funds</u> Noted Petty cash would be exceeding budget by year end and would be vired from another Administration heading. Agreed car park barrier costs and Laptop/Microsoft package to be vired from healthy general reserves | |
| 029.2 | <u>Policy decision on membership of Credit Union</u> – a banking scheme new to the village designed primarily to aid budgeting and with the option of a pre-paid debit card. Cllr Ing declared pecuniary interest and left meeting. All agreed to take membership and to obtain pre-paid debit card for use of youth worker. Cllr Ing returned to meeting | |
| 029.3 | <u>Employment Committee recommendation on engagement of apprentice (grounds staff) for onward recommendation to Full Council</u> During this meeting under standing order 1x) all agreed to extend meeting to finish agenda items. Cllr Payne outlined positive support from Employment Committee for proposals, with Finance Committee charged with identifying funding to year end, noting this would mean an on-going commitment on a rolling programme. Budget would be required for PPE etc. With an estimated cost of some £3,500 from December - March 2015 based on hourly rate for age 18-21, agreed the initial funding would be available from Recreation Committee funding of some £800 (earmarked for part time assistant) with remainder from Community Facility Project budget where an element had been included for half time assistant role. Clerk to prepare paper on solutions to rest room provision issues. Noted requirement of support for Groundsman in new mentoring role. | |
| 029.4 | Process for precept bids for FL&A headings for 2015-16 Agreed to delegate to clerk and RFO to produce suggested bids for consideration at December meeting | Next agenda |
| F/14/030 | DATE OF NEXT MEETING Next scheduled meeting Monday 15 December 2014 (TBC); 12 January 2015 (precept meeting), 13 April 2015 | |
| F/14/031 | Items for next agenda(s): Chair would work with Clerk to resolve as many outstanding issues as possible prior to next meeting <ul style="list-style-type: none"> ➤ Any Financial Timetable items including Precept recommendation, Funding decisions on special projects e.g. Homefield fence ➤ Sinking Funds – consistent rules, rational timescales (deferred) ➤ Financial Regulations/Terms of Reference/Delegations, then Standing Orders ➤ Purchase request for Projector – awaiting spec from Planning Committee ➤ Security of Assets, schedule of assets including leases ➤ Adoption of: Financial Strategy Review; Information Risk Assessment ➤ Policies Review (excluding Employment policies) ➤ Transparency issues ➤ Review of Junior School playing field deed of covenant ➤ War Memorial Registration / Licence issues Clerk delegated to progress with Chair: <ul style="list-style-type: none"> ➤ Legal representation ➤ Car park barrier issues | |
| | Meeting Closed: 9.40 p.m. | |