

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 1

Agenda No:	Present: Cllrs: David Jenkins (Chairman), Andy Butcher, Neil Davies, Ashley Gordon, Brian Ing, Denis Payne Clerk: Angela Young; RFO: Lynda Marsh	
F17/057	TO RECEIVE APOLOGIES FOR ABSENCE Cllr Edd Stonham (personal)	
F17/058	MEMBERS DECLARATIONS OF INTERESTS To receive declarations of pecuniary interest from Councillors on items on the agenda – Cllr Davies declared a non-pecuniary interest (Trustee HICOM) To receive written requests for dispensations for disclosable pecuniary interests (if any) – None declared To grant any requests for dispensation as appropriate – None requested	
F17/059	PUBLIC PARTICIPATION No public present	
F17/060 060.1	APPROVE MINUTES OF THE MEETING HELD 4th December 2017 Proposed Cllr Payne, seconded Cllr Butcher all in favour to accept and sign minutes	
F17/061 061.1	MATTERS ARISING – from recent meetings Deferred to next meeting	Next agenda
F17/062 062.1	TO RECEIVE 3 Year Forecast Report Deferred to next meeting	Next agenda
F17/063 063.1	TO SET Recommended Precept Request 2018-19 for Full Council due January 2018. Request to be with SCDC by 2 February 2018 Report from Committee Chair (Appx 1). Cllr Jenkins spoke to the report, highlighting: <ul style="list-style-type: none"> • Expected income and expenditure for 17-18 were both likely to be below budget • Capital spending approach requires tightening up (currently showing as £56,500) • Reserves need to be better tracked and prudently planned Recommendation in paper: <ul style="list-style-type: none"> • We accept the committee budgets • We do not budget for election costs • We delete the Minor Highway amount in ‘contribution to reserves’ • We move Milton Road maintenance into the base operating budget • We increase the precept by 11% (less the natural growth in tax base) • We encourage the Recreation Committee to increase its revenues in line with the Council’s base operating costs • We formalise the policy for precepting to cover both net operating costs and ‘depreciation’ • We develop and implement a robust capital budgeting process Discussion followed on: <ul style="list-style-type: none"> • An election budget to be included at £300 covering non-contested costs at least • Land funds. Noted total Specified Reserves currently held. 2012 lease on Manor Field for 99 years confirmed • Difficulties for Environment Committee in accurately forecasting seasonally affected budgets. Proposed Cllr Ing, seconded Cllr Payne to reduce overall Environment Budget by £5k, spread over budget lines as required. All agreed • Noted some £1,100 expected spend now to be added to End of Year estimates • Accounting terms used in reports may require review • Noted Tax Base 2018-19 Histon 1761.5, Impington 1512.9 	

	<p>Proposed Cllr Davies, seconded Cllr Gordon all in favour to accept recommendations as follows:</p> <ul style="list-style-type: none"> • Accept committee budgets with exception of £5,000 for Environment – <i>Committee to adjust across the budget items as required</i> • Budget only £300 for election costs – <i>any additional costs to come from reserves</i> • Delete the Minor Highway amount in ‘contribution to reserves’ and move to Capital • Move Milton Road maintenance into the base operating budget • Increase the precept by 9.4% • Encourage the Recreation Committee to increase its revenues in line with the Council’s base operating costs; also encourage Environment Committee to produce revenue from use of Homefield Park • Formalise the policy for precepting to cover both net operating costs and renewal of assets • Develop and implement a robust capital budgeting process <p>Cllr Jenkins to re-draft paper for Full Council to include report on details of capital expenditure, Chair and RFO delegated to put forward resulting figures at January Full Council. Seemingly £348,112 precept request resulting in Band D change of £106.31 being a 9.4% rise on Band D charge for 17-18</p> <p>Spreadsheet noted showing quarterly expenditure figures, with RFO raising no concerns</p>	
F17/063	<p>DATE OF NEXT MEETING</p> <p>Next scheduled meeting: Monday 9 April 2018</p>	
F17/056	<p>How to communicate meeting discussions/decision and to request items for next agenda(s):</p> <p>No website article</p> <p>Next Agenda:</p> <p>3 Years Forecast</p> <p>Capital Budgeting Process</p> <p>Terms of Reference</p>	
	<p>Meeting Closed: 8:30pm</p>	