

## Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 4

<b>Agenda No:</b>	Present: <b>Cllrs:</b> Denis Payne (Chairman), Andy Butcher, Neil Davies (in part), Ashley Gordon, Brian Ing, David Jenkins (in part) Clerk: Angela Young; RFO: Lynda Marsh Internal Auditor Max Parish (in part)	
F17/001	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllr Edd Stonham (work)	
F17/002	<b>MEMBERS DECLARATIONS OF INTERESTS</b> <b>To receive</b> declarations of pecuniary interest from Councillors <b>on items on the agenda</b> <i>Cllr Davies – Treasurer Histon &amp; Impington Feast Committee (non-pecuniary) 007.8 and HICOM (non-pecuniary) 006.2</i> <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	
F17/003	<b>PUBLIC PARTICIPATION</b> No public present	
F17/004 004.1	<b>APPROVE MINUTES OF THE MEETING HELD 9<sup>th</sup> January 2017</b> All <b>agreed</b> Chairman to sign minutes as a true record	
F17//005 005.1	<b>MATTERS ARISING – from recent meetings</b> Copied to all (Appx 1).	
F17/006 006.1 006.2 006.3 006.4 006.5 006.6	<b>TO RECEIVE, REVIEW AND ACCEPT</b> <b>Clerk's Report (Appx 2)</b> Noted and accepted. Further discussion on: <u>CCLA</u> – Future agenda item when other testimonials received. Noted local Chartered IFA on Vision Park, Money Matters <u>Fieldstead Road</u> fencing. Likely budget bid for 2018-19 noted <u>Business Rates on Public Toilets</u> RFO to approach SCDC re discretionary relief <b>Approve payment of outstanding accounts</b> Noted items already paid by delegated approval, including one for Cllr Payne. Proposed Cllr Jenkins, seconded Cllr Gordon all in favour and <b>AGREED</b> to approve outstanding items. Cllr Davies did not vote <b>Amounts paid in</b> noted. Cllr Ing pointed out that the Cricket Club now had £1,000 outstanding in loan repayments to the Parish Council over the next year <b>End of Year Finance Report (Appx 3)</b> spreadsheet and explanations page provided to all and accepted. RFO to report back on email on queries over Other Income line. Committee noted and accepted need for net overspend of £389 for the Recreation Committee, noting that costs of vandalism during 2016-17 exceeded £1,200. Cllr Ing reported on Employment recommendations for increase in 2 payscales to be taken to May Full Council. Additionally prop Cllr Ing, sec Cllr Jenkins all in favour and <b>AGREED</b> to accept new published national payscales of 1% rise from 1 April 2017. Full Council May would be asked to ratify this acceptance <b>Annual Plan Details 2017-18</b> Agenda timetable accepted <b>Internal Audit report 2016-17 and arrangements for External Audit (Appx 4)</b> Internal Audit report accepted including report on any risks identified. Mr Parish had confirmed no substantive issues to bring to the attention of Council. Discussion followed on: <ul style="list-style-type: none"> <li>• Scope under pension scheme to penalise when a scheme employer fails to pay by due dates</li> <li>• Plans to provide staff with opportunities for expansion of knowledge on finances</li> <li>• New vendor process to be considered to minimise risk of cyber fraud.</li> <li>• Webinar available on cyber security</li> </ul> Mr Parish was thanked for his effort and details during the internal audit process. Cllr Jenkins left the meeting External Audit dates noted. Extension agreed by Auditors to 22 June. Details of dates for exercise of public rights would be advertised on noticeboards and the website	<b>Future agenda</b> <b>RFO</b>         <b>May Full Council</b>

006.7	<b>Appointment of Internal Auditor 2017-18 and scope to be agreed</b> All <b>AGREED</b> to recommend appointment of Mr Max Parish, meeting with FLA Chairman and Clerk/RFO to be set to agree scope. Costs as 2016-17 £150 per day Cllr Davies left meeting	Chair/RFO
006.8	<b>Initiative Criteria Scoring</b> Cllr Payne outlined discussions with Cllr Tim Ewbank on proposals on scheme for assessing project priorities for funding. No indication of the cost line at this stage. This was met with enthusiasm from members. <b>AGREED</b> to invite Cllr Ewbank to the next Committee Restructure Task & Finish when a statement would be agreed for May Full Council on the way forward Mr Parish left meeting	
F17/007	<b>OTHER MATTERS</b>	
0007.1	<b>Committee Restructure Task &amp; Finish</b> Cllr Butcher to meet with Clerk 12 April to bring forward report and agree date for next meeting. Agreed statement to be provided to May Full Council	May Full Council
007.2	<b>Neighbourhood Plan Eventure Report</b> Agreed as FLA was not an operational Committee there was no impact to report	
007.3	<b>Pension Provision Arrangements</b> Noted decisions made at Employment Committee and Full Council March 2017. Arrangements to be in place by 1 July 2017. Budget allocated for Independent Financial Advice. Agreed to approach Money Matters as a matter of urgency as a specialist service under Financial Regulations 4.5 and 11.1(aii)	RFO
007.4	<b>Primary School Sites – legalities</b> Noted Assets of Community Value process with SCDC proceeding. Cllr Payne working with office on Freedom of Information request for 1967 Deed of Gift from Cambs County Council for Junior School playing field (personal covenants)	DWP/Clerk
007.5	<b>Homefield Park deeds</b> <b>AGREED</b> to apply to SCDC for a deed of release on condition re development, to enable planning application for glaze pavilion to progress. Noted that legal cost may apply, Caroline Chivers writing to SCDC in support.	
007.6	<b>Mobile Warden Scheme</b> Members noted that Age UK would be requesting £2,000 during 2017-18, not the £2,500 indicated at precept time. Noted £1,000 invoiced to date. 2018-19 indicates £2,500 will be requested.	
007.7	<b>Milton Road Project finances</b> Cllr Ing outlined recent meetings and plans for a Stakeholder meeting 25 May. Public consultation likely in July. No further information available on finances	
007.8	<b>Request for part funding – Histon &amp; Impington Feast Festival Road Closure</b> Discussion took place on the use of public money for effective distribution to unspecified causes. <b>AGREED</b> to part fund the road closure to £200 from donations budget, under specific powers. No precedent intended.	LGA 1972, s144/Highways Act 1980, s274A
007.9	<b>Recreation Committee – request for £2,957 capital funding</b> All <b>AGREED</b> to take additional funding request from S106 fund for removal and replacement of roundabout at South Road Play Area.	
F17/008	<b>DATE OF NEXT MEETING</b> Next scheduled meeting <b>Monday 10<sup>th</sup> July 2017</b>	
F17/009	<b>How to communicate meeting discussions/decision and to request items for next agenda(s):</b>  No website article required Next Agenda: Election of Chair; Quarterly review of budgets	
	<b>Meeting Closed: 9:15 pm</b>  <b>Appendices Attached:</b> <b>Appendix 1: Matters Arising list</b> <b>Appendix 2: Clerk’s Report</b> <b>Appendix 3: End of Year Finance Report</b> <b>Appendix 4: Audit report</b>	