

## Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 4

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| <b>Agenda No:</b>                  | Present: <b>Cllrs:</b> David Jenkins (Chairman), Andy Butcher, Neil Davies, Ashley Gordon, Brian Ing, Denis Payne, Edd Stonham<br>Clerk: Angela Young; RFO: Lynda Marsh   |                           |
| F17/022                            | <b>TO RECEIVE APOLOGIES FOR ABSENCE</b><br><br>None   |                           |
| F17/023                            | <b>MEMBERS DECLARATIONS OF INTERESTS</b><br><br><b>To receive</b> declarations of pecuniary interest from Councillors <b>on items on the agenda</b><br>- None declared<br><b>To receive</b> written requests for dispensations for disclosable pecuniary interests (if any)<br>– None declared<br><b>To grant</b> any requests for dispensation as appropriate – None requested   |                           |
| F17/024                            | <b>PUBLIC PARTICIPATION</b><br><br>No public present  |                           |
| F17/025<br>025.1<br>025.2          | <b>APPROVE MINUTES OF THE MEETINGS HELD 10<sup>th</sup> April and 5<sup>th</sup> June</b><br><br>025.1 <b>Agreed</b> 10 <sup>th</sup> April – proposed Cllr Payne, seconded Cllr Butcher all in favour Chairman to sign as a true record<br>025.2 <b>Agreed</b> 5 <sup>th</sup> June – proposed Cllr Gordon, seconded Cllr Payne all in favour Chairman to sign a true record   |                           |
| F17/026<br>026.1                   | <b>MATTERS ARISING – from recent meetings</b><br><br>026.1 Copied to all ( <b>Appx 1</b> )<br>Further discussion on:<br><u>15/025.3 Financial Strategy</u> Now with Cllr Jenkins, future agenda item<br><u>16/035.2 Draft Methodology of Requirements Statement</u> No longer relevant. Remove from outstanding list<br><u>16/044.2 Projector</u> Cllr Stonham to meet Mrs O'Brien 11 <sup>th</sup> July<br><u>17/006.7 Internal Audit Scope</u> Cllrs Jenkins and Stonham to meet RFO and Internal Auditor week commencing 10 <sup>th</sup> July   | <b>Future agenda Item</b> |
| F17/027<br>027.1<br>027.2<br>027.3 | <b>TO RECEIVE, REVIEW AND ACCEPT</b><br><br>027.1 <b>Clerk's Report (Appx 2)</b> Noted and accepted. Further discussion on:<br><u>Fidelity Insurance</u> (Employee Dishonesty) RFO to check whether averaging principle applies for cover. Current cover for £641,000<br><u>Histon Hornets</u> Blanket approach received by Cllr Jenkins who responded directly. Noted that the type of sponsorship/support requested would be a big departure for the Parish Council from current donation/grant policy<br><u>Unity Bank</u> Alternative cheaper provider may arise. Electronic banking facility key<br><u>Data Protection Legislation</u> Training planned. Action required will be reported<br><u>Emergency Planning</u> overheads of training supplied to Cllrs Ing and Farrell. Mrs O'Brien to report any further update separately<br><u>Consultation "Running Free"</u> no response had been made within the time frame<br>027.2 <b>Quarterly Budget Report (Appx 3)</b> RFO confirmed no unusual payments to date. Environment Committee had not yet met<br>027.3 <b>Internal Controls</b> reviewed ( <b>Appx 2</b> ) Proposed Cllr Ing, seconded Cllr Payne all in favour to <b>accept</b> | <b>RFO</b>                |
| F17/028<br>028.1                   | <b>OTHER MATTERS</b><br><br>028.1 <b>Forward Planning</b> Cllr Jenkins proposed the following:<br>- 3 Year Plans for all areas of Council budgeting<br>- These would feed into a medium and long term strategy<br>- A need to prioritise spending   |                           |

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| 028.2 | <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>- Cllr Jenkins to email all Committees (cc FLA members) on objectives; what cost; priorities to that cost; timeplan</li> <li>- Cllrs Jenkins, Stonham and Butcher to draw up a template. Cllr Payne to offer assistance to Environment Committee to complete</li> <li>- Follow up with workshop for all Committee Chairs and Deputy Chairs</li> <li>- All plans to be prepared (first cut) by November 2017</li> <li>- First cut plan to show new Council what the retiring Council planned and wanted to achieve</li> <li>- April 2018 more comprehensive plan and detail on budget estimates for 3 year programme</li> </ul> <p><b>Resident Questionnaire (Appx 2)</b> Cllr Payne had proposed process for information gathering on budgeting, the last questionnaire being December 2015</p> <p>Discussion on:</p> <ul style="list-style-type: none"> <li>- Remaining usefulness of current data</li> <li>- Need to understand the community's view on supportable Council tax increases</li> <li>- Opportunity to explain and educate on spending areas</li> <li>- Idea to split spend on sport and leisure</li> <li>- Future use of reserves once S106 moneys and Specified Reserves funds spent – knock on effect on the other Capital Projects</li> <li>- Tie up with 3 year plans due to be identified November 2017</li> <li>- Milton Road development issues, including timetable of commitment</li> <li>- Some concern over lack of joined up thinking and future maintenance liabilities</li> <li>- Some concern over impact of delay on Milton Road project and “double consultation”</li> <li>- The need for bold decisions by the Parish Council on occasion</li> <li>- Existing outstanding loans and repayment dates</li> <li>- A once in a lifetime opportunity to acquire open space at zero cost</li> </ul> <p>Members reviewed Milton Road position:</p> <ul style="list-style-type: none"> <li>- Costs currently unknown, whether basic or extensive development</li> <li>- Working party to produce estimates and impact on precept level including insurance, contractor rates, maintenance, fencing etc</li> <li>- Conditional Purchase Agreement would be ready for signing September, Extra Ordinary meeting expected</li> <li>- Opportunity to improve wellbeing of community for all ages</li> <li>- Annual running costs at Bypass Farm had been accepted when negotiating lease for County Council</li> <li>- Developers (Flagship) need Council's aspirations for open space, suggested by community input, by 1 December 2017 for outline Planning Application Process</li> <li>- Community Park Working Party need time to produce and air their vision</li> </ul> <p>Plans to consult on Milton Road costs first quarter of 2018</p> <p>Two parts to decision:</p> <ol style="list-style-type: none"> <li>1. To acquire/support local services</li> <li>2. What to provide</li> </ol> <p>Proposed Cllr Ing, seconded Cllr Butcher 4 in favour 2 against and therefore <b>AGREED</b> to run questionnaire during August 2017, with information gathered to be used as part of process to provide a backup and mandate for decisions on signing of Conditional Purchase Agreement of Milton Road land in September.</p> <p>Responses to be maximised by use of website/Facebook etc</p> | <p>JDJ<br/>JDJ/EWS/ALB<br/>DWP</p> |
| 028.3 | <p><b><u>To Agree Finance for £15,000 Capital Bid from Highways Committee for Local Highways Initiative Fund 2016-17 (Baptist Church Junction) (Appx 4)</u></b> Copy of presentation made to County Council by Cllr Legge will be circulated to all. Cllr Jenkins outlined the history and clarified this was a request for an additional £5.5k to that already agreed. Proposed Cllr Payne, seconded Cllr Ing all in favour and <b>AGREED</b></p>  |                                    |
| 028.4 | <p><b><u>To Agree process to submit projects to be put forward for use of Section 106 funding were planning permission granted for: S/0671/17/FL and S/0783/17/FL in Histon &amp; Impington</u></b> All agreed to delegate to RFO, Clerk and Cllr Davies to propose and submit projects to SCDC by 17<sup>th</sup> July. Cllr Payne requested due consideration to be given to land at rear of Manor Park</p>   | <p>NSD</p>                         |

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| F17/029 | <p><b>DATE OF NEXT MEETING</b></p> <p>Next scheduled meeting <b>Monday 23<sup>rd</sup> October</b></p>  |  |
| F17/030 | <p><b>How to communicate meeting discussions/decision and to request items for next agenda(s):</b></p> <p>Website:<br/>Upcoming Questionnaire<br/>Highways Funding Scheme</p> <p>Next Agenda:<br/>Half Year Budget Review<br/>Transparency Code Obligations<br/>Strategic Partnerships<br/>Communication Protocols<br/>Access to Junior School Field (legal issues)</p> |  |
|         | <p><b>Meeting Closed: 9:23pm</b></p> <p><b>Appendices Attached:</b><br/> <b>Appendix 1: Action List</b><br/> <b>Appendix 2: Clerk's Report</b><br/> <b>Appendix 3: Quarterly Budget Report</b><br/> <b>Appendix 4: Highways Project</b></p>   |  |