

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 2

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Brian Ing, Neil Davies, Derek Marston, David Jenkins, Ashley Gordon Clerk: Angela Young; RFO: Lynda Marsh Also: Max Parish, Internal Auditor (in part)	
F16/001	TO RECEIVE APOLOGIES FOR ABSENCE None	
F16/002	MEMBERS DECLARATIONS OF INTERESTS To receive declarations of pecuniary interest from Councillors on items on the agenda – None declared To receive written requests for dispensations for disclosable pecuniary interests (if any) – None declared To grant any requests for dispensation as appropriate – None requested	
F16/003	PUBLIC PARTICIPATION No issues raised The Committee heard that former Internal Auditor Ron Seaton had sadly passed away in March	
F16/004	APPROVE MINUTES OF THE MEETING HELD 14th December 2015 and 11th January 2016 All agreed Chairman to sign both sets of minutes as a true record	
F16//005 005.1	MATTERS ARISING – from recent meetings <u>Action List</u> provided to all and accepted (Appx 1) Discussion on: <u>Security of Assets</u> Scheduling due to be complete Summer 2016 <u>Working Together</u> Further meeting due with Dan Thorp. Cllrs Jenkins and Payne to attend <u>Council Tax Consultation</u> Item closed. Hisimp News item published	JDJ/DWP
F16/006 006.1	TO REVIEW QUARTERLY FINANCE REPORT At this point and with agreement of the Committee, Chair brought forward item 006.5 and suspended Standing Orders. Max Parish, Internal Auditor left after this item. <u>Clerks Report</u> provided to all and accepted (Appx 2) <u>Manor Park Lease</u> Agreed to consider starting a sinking fund with say £1,000 at next precept discussion. Option of request for freehold raised. Committee noted <u>current interest rates and provisional end of year bank balances</u> <u>Insurance</u> Noted Neighbourhood Plan covered under current policy so long as the group managing it is a sub-committee, steering group or working party of the Council. Neighbourhood Plan Task and Finish reports to Full Council. Additional items raised: <u>Came & Co</u> confirm <u>revised insurance premium</u> to cover new fencing at Recreation Ground, equivalent to £125 per annum. Noted <u>Methodist Church</u> making further application for development funding at future council meeting. May agenda. <u>“Little Histon” Railway Set</u> Noted an early request coming forward for funding up to £500 towards unique model to ensure retention in villages. Donation requests normally June and November. April Agenda. <u>Request from Cambridgeshire County Council for reading scheme</u> also coming forward to April meeting <u>Possible insurance claim</u> issue reported, Came & Co to be advised <u>ELAS Health and Safety Indemnity Company</u> . Report coming forward at next FLA meeting <u>Parish Funding</u> issues. Reply received from Lucy Frazer MP re-copying correspondence from other parties previously received	May FC April FC April FC Next agenda

<p>006.2</p> <p>006.3</p> <p>006.4</p> <p>006.5</p> <p>006.6</p> <p>006.7</p>	<p>Neighbourhood Plan issues. Members had raised queries over procurement rules. Clerk advised Financial Regulations say:</p> <p>1.1. Procedures as to contracts are laid down as follows:</p> <p>a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:</p> <p>ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;</p> <p>Committee requested more care given to fully document reasoning for such decisions in future. Unease felt over lack of:</p> <ul style="list-style-type: none"> - Alternatives sought over approach to community consultation - Documentation from Working Party/Task and Finish on suggested aspects of a plan - Lack of input by Steering Group - Brief to invite quotations for Community Consultation partner <p>Cllr Jenkins confirmed volunteers welcome to join Neighbourhood Plan Group at any time, and outlined initial proposals for reviewing a section of candidates for community consultation work, and proposals on selection process to follow. Recommendations to go to Full Council, Cllr Jenkins and Davies to work out a sensible programme. Cllr Ing outlined an alternative approach to community consultation recently seen <u>End of Year Finance Report</u> Provided to all (Appx 3). Noted figures were provisional, pending closing of accounts. Noted underspend on almost all areas, some substantial. Idea for all Committee Chairs to sit on Finance, Legal and Admin floated. RFO advised Chivers Farm had paid £4650 towards fence alterations on boundary of Recreation Ground/Chivers Farm land</p> <p><u>Committee Requests for Budgets to be carried forward 2016-17</u> Agreed to carry forward Kings Meadow budget, trees and planting budgets totally £13, 996 to 16-17 due to seasonal factors</p> <p><u>Annual Plan Details 2016-17</u> Environment and Highways plans complete. Recreation and Youth annual plans to be finalised and all plans uploaded to website</p> <p><u>Internal Audit Report 2015-16 and arrangement for External Audit</u></p> <p><u>Internal Audit</u> item had been brought forward to start of meeting. Standing Orders were suspended for the item. Report to Parish Council copied to all and accepted (Appx 4). Separate detailed report had been provided to Committee Chair for report and review at next Committee meeting after discussion with Clerk and RFO. Max Parish outlined 3 visits to the Parish Office during the financial year and confirmed good systems were in place. Some discussion followed on opportunity to formalise acceptance of Internal Auditor to report on improvements that could be made to systems. Next agenda</p> <p><u>External Audit</u> Max Parish left the meeting at this point. Standing Orders re-instated. Papers received. Agreed to request extension to timetable to enable Statement of Accounts to go to June meeting for acceptance</p> <p><u>Appointment of Internal Auditor 16-17 and Scope</u> All in favour to accept quote from Max Parish at £150 per day, scope to be agreed between Chair, RFO and Internal Auditor. Noted opportunities to pare down on certain areas for less frequent testing or sample testing. Noted item 6.5 welcomed encouragement to raise areas of improvement in systems</p> <p><u>Asset Register</u> Noted carried out in preparation for Audit</p>	<p>Full Council JDJ/NSD</p> <p>Next agenda</p> <p>Next agenda</p> <p>June agenda</p>
<p>F16/007</p>	<p>OTHER MATTERS</p> <p><u>Identification of Budget of Budget for Laptop purchases</u> As agreed at Full Council. Agreed £1,300 to be taken from Capital Project Budget for office extension/restroom improvement</p> <p><u>Projector needs in Committee meetings</u> Although had been found impracticable initially at Planning Committee, all agreed opportunities to look at google earth etc may be of assistance. Also Finance, Legal and Admin Committee could benefit from being able to project spreadsheets. Cllr Payne agreed to investigate and identify short throw projector to fit this remit</p>	<p>DWP</p>

F16/008	<p>DATE OF NEXT MEETING</p> <p>Next scheduled meeting Monday 13th June 2016</p> <p>Noted Cllr Marston was not standing for Parish Council for next Council period. He was thanked for his efforts on the Committee over the past few years</p>	
F16/009	<p>How to communicate meeting discussions/decision and to request items for next agenda(s):</p> <p>No website article required.</p> <p>Next agenda: Election of Chair New Bank and Signatories to replace 2 Councillors no longer on Council</p>	
	<p>Meeting Closed: 9.10 p.m.</p> <p>Appendices Attached:</p> <p>Appendix 1: Action List Appendix 2: Clerks Report Appendix 3: End of Year Finance Report Appendix 4: Internal Audit Report</p>	