

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 4

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Brian Ing, Neil Davies, David Jenkins Clerk: Angela Young; RFO: Lynda Marsh																									
F/15/020	TO RECEIVE APOLOGIES FOR ABSENCE Cllrs Marston (personal), Foster (personal)																									
F/15/021	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																									
F/15/022	PUBLIC PARTICIPATION None present																									
F/15/023	APPROVE MINUTES OF THE MEETING HELD 13th July 2015 All agreed Chairman to sign minutes as a true record																									
F/15/024	MATTERS ARISING – from those minutes 024.1 <u>Action List</u> : provided to all and accepted (Appx 1) Discussion on: 024.2 <u>Item 13/023.7 Information Risk Analysis</u> completed 024.3 <u>Item 15/06.1 Lucy Frazer MP</u> follow up made. Noted Apprenticeship grant had been available, £1,500 application pending. Noted situation with business rates in Cambridgeshire unknown at present																									
F/15/025	TO ACCEPT/REVIEW 025.1 Clerks Report provided to all and accepted (Appx 2). <u>Annual Plans</u> being considered at Environment, Recreation, Highways and Youth Committee. All members had been encouraged to: - State aspirations for 2016-17 - Document evidence - Focus on delivery and ambition Noted Emergency Plan going to Full Council October 2015 including proposals for action lists to be managed by Clerk working with volunteer Committee members <u>FSCS Cover (Financial Services Compensation Scheme)</u> at £75,000. Agreed no need to review spread of investment as a consequence <u>Grant/Donation Policy</u> Agreed to changes half yearly dates from June and December to June and November. Noted 2 applications received for November Full Council agenda <u>Interest Rates and Bank Balances</u> in future would be reported quarterly to FLA in Clerk's Report. Currently stood at: <table border="1" data-bbox="231 1630 1305 1982"> <thead> <tr> <th>Bank Account</th> <th>Balance</th> <th>Interest Rate</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Scottish Widows</td> <td>£53,881.59</td> <td>0.4%</td> <td></td> </tr> <tr> <td>Barclays</td> <td>£154,792.81</td> <td></td> <td>Second half precept. Transfer to SW w/c 12th October</td> </tr> <tr> <td>Cambridge & Counties</td> <td>£410,109.03</td> <td>1.75%</td> <td></td> </tr> <tr> <td>Cambridge Building Society</td> <td>£353,792.69</td> <td>1%</td> <td></td> </tr> <tr> <td>Rainbow Saver</td> <td>£381.39</td> <td></td> <td></td> </tr> </tbody> </table>	Bank Account	Balance	Interest Rate	Notes	Scottish Widows	£53,881.59	0.4%		Barclays	£154,792.81		Second half precept. Transfer to SW w/c 12 th October	Cambridge & Counties	£410,109.03	1.75%		Cambridge Building Society	£353,792.69	1%		Rainbow Saver	£381.39			Nov Full Council
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025.2	<p><u>Local Council Public Advisory Service</u> Agreed to subscribe at £100 p.a. to access good opportunities for training.</p> <p>Insurance RFO to obtain quotes for increased Fidelity, and consider preference for raised limit against change of signatories to Cambridge Building Society account to minimise risk.</p> <p><u>LGS Law</u> Agreed to keep details on file pending review of legal advice.</p> <p>Policies New adopted policy list reviewed and accepted. Request to Recreation Committee to further review Public Access and Amenity Statement</p>	<p>Recreation Committee</p> <p>Next agenda</p>
025.3	<p>Financial Strategy (as amended). Following discussion request to Chair and Clerk to agree new wording and present at next meeting</p>	
025.4	<p>Effectiveness of Internal Audit (Appx 3) Reviewed and accepted</p>	
025.5	<p>External Audit Report 2014-15 Unqualified Auditors report received</p>	
025.6	<p>Half Yearly Finance Report (Appx 4) Accepted and noted</p> <p>Income to September 2015 no concerns raised. Noted Youth subscriptions no longer expected; interest figure affected by year end reversal</p> <p>Expenditure to September 2015 No concerns raised. Noted Highways Minor Highways Scheme payment not yet invoiced. Some discussion on spilt of salary payments</p>	
F/15/026	<p>OTHER MATTERS</p>	
026.1	<p>Agreement Process and Timing of 5 Year Plan Cllr Payne presented ideas for production of broad brush 5 year plan in time for next major capital fund proposal, including criteria to:</p> <ul style="list-style-type: none"> - Include revenue - Show levels of reserves - Break down revenue costs into a number of headings - Include reasoned guesses as to inflation/deflation levels - Look at 5 year impact <p>Chair and Cllr Ing to produce spreadsheet Chair and RFO to meet 27th October to commence work</p>	<p>DWP/BSI DWP/RFO</p>
026.2	<p>Estimated Tax Base for 2016-17 Histon 1765.6 (from 1762.8) Impington 1504 (from 1490.6) producing a 0.5% increase. Agreed no queries on this figure</p>	
026.3	<p>Insurance Claim made by resident on grass contractors for broken windscreen. Noted</p>	
F/15/027	<p>DATE OF NEXT MEETING</p> <p>Next scheduled meeting Monday 14th December 2015</p>	
F/15/028	<p>Items for next agenda(s):</p> <p>Chair would work with Clerk to resolve as many outstanding issues as possible prior to next meeting</p> <ul style="list-style-type: none"> ➤ Review Delegations ➤ Review Financial Regulations ➤ Review Standing Orders ➤ Review Financial Strategy 	
	<p>Meeting Closed: 8.45 p.m.</p> <p>Appendices Attached:</p> <p>Appendix 1: Action List Appendix 2: Clerks Report Appendix 3: Effectiveness of Internal Audit Appendix 4: Half Yearly Finance Report</p>	