

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee  
Monday 13 January 2014, 7.30 p.m, At the Parish Office, New Road, Impington**

**Finance, Legal and Administration Committee Minutes**

Membership: 5 + 2

Quorum: 3

Appendices: 2

<b>Agenda No:</b>	Present: <b>Cllrs:</b> Denis Payne (Chairman), Neil Davies, Cedric Foster, Brian Ing, David Jenkins (ex officio), Clerk: Angela Young; Lynda Marsh	
F/13/037	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllr Legge (personal). 1 vacancy remains	
F/13/038	<b>MEMBERS DECLARATIONS OF INTERESTS</b> All Councillors have a dispensation for Precept discussion	
F/13/039	<b>APPROVE MINUTES OF THE MEETING HELD 16 December 2013</b> All <b>agreed</b> Chairman to sign all minutes as a true record	
F/13/040	<b>MATTERS ARISING – from those meetings</b> 040.1 <u>Action List</u> : provided to all and accepted ( <b>Appx 1</b> ) Additional discussion on: 040.2 <u>Item 14.3 Asset Register</u> <b>agreed</b> review to be completed by end of March 040.3 <u>Item 14.5 Consent Streets</u> Low priority, remove from Action List for future consideration 040.4 <u>Item 34.1</u> Noted Committee Chairs have been fully advised of precept setting discussions	
F/13/041	<b>TO ACCEPT/REVIEW</b> <b>Finance:</b> 041.1 <u>Quarterly Finance Report (Appx 2)</u> Accepted. Noted: <ul style="list-style-type: none"> <li>• Non-spend on tree works to date</li> <li>• Income does not include Scottish Widows quarter to December 2013</li> <li>• Community Facilities budget/spend needs an elegant approach for 2014-15</li> <li>• No presumption for carrying forward unspent budgets 2013-14 although individual cases can be considered</li> </ul> 041.2 <u>Internal Audit Report (Appx 3)</u> No issues of concern, <b>accepted</b> 041.3 <u>Briefing Paper for Proposed Bypass Farm Project (Appx 4)</u> Cllr Davies highlighted: <ul style="list-style-type: none"> <li>• Site costs linked to initial draft plans produced, no detailed discussion within Committee or with the community</li> <li>• Need for caution over figures, some being generous</li> <li>• Costs in next financial year unclear, dependant for instance on any negotiations with farmer</li> <li>• Cllr Davies will clarify size of any possible buildings</li> <li>• Possible consolidation of loans</li> </ul> Discussion on: <ul style="list-style-type: none"> <li>• Grant funding opportunities</li> <li>• Budget constraints</li> </ul> Members requested: <ul style="list-style-type: none"> <li>• Further report for Full Council to show milestones for uses – Cllr Davies felt expert advice may be required before this could be developed</li> <li>• Information on impact on revenue costs</li> <li>• Cost breakdown for <u>minimum use</u></li> </ul> Report <b>accepted</b> . February Full Council agenda item for decision on any commitment to lease	<b>Feb Full Council</b>

F/13/042	<p><b>TO SET Recommended Precept Request 2014-15 for Full Council due 20 January 2014</b></p> <p><b>(Appx 5)</b> Cllr Payne outlined Precept decisions made 2013-14 and resulting impacts on Council tax payments. Discussion on:</p> <ul style="list-style-type: none"> <li>• SCDC decision not to pass on Central Government payment of £19,288 and advice from SCDC to increase precept to cover this amount</li> <li>• Plans for average increase of 2% for other authorities</li> <li>• Histon &amp; Impington Parish Council as an “ambitious” Parish Council</li> <li>• Proposal for a central contingency pot, which if exhausted would leave Committees needing to refer to Full Council for funding from reserves elsewhere</li> <li>• Various percentage increase scenarios and impact on Council Tax element</li> </ul> <p>Proposed Cllr Payne, seconded Cllr Ing that precept Band D payment for Histon and Impington be equalised. All in favour and <b>agreed</b></p> <p>Proposed Cllr Ing, seconded Cllr Foster all in favour and <b>agreed</b> to recommend an increase averaging out at 7.34% which would mean an annual increase for a Band D property of some £6, or 60p per payment period (10 months). This increase would correspond exactly to the £19,288 not passed on by SCDC. All other budgeted increased expenditure would be absorbed by the reserves, at approximately £4,000 (1.55%)</p> <p>Noted possible request from Environment Committee to carry forward unspent Christmas Lights budget for second phase improvement 2014.</p> <p>Discussion followed on possible contact with neighbouring properties and larger parishes in South Cambs to further investigate the non-payment of grant from SCDC. Dist Cllr Davies to take forward</p>	<b>Dist Cllr Davies</b>
F/13/043	<p><b>DATE OF NEXT MEETING</b></p> <p>Next scheduled meeting <b>Monday 31 March 2014</b></p>	
F/13/044	<p><b>Items for next agenda(s):</b></p> <p><b>31 March 2014:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Review End of year Financial Report</b></li> <li>➤ <b>To receive final detailed budgets for report to Full Council</b></li> </ul> <p><b>Other agendas 2014:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Financial Timetable items</b></li> <li>➤ <b>Purchase request for Projector</b> – proposal from Cllr Ing</li> <li>➤ <b>Security of Assets</b></li> <li>➤ <b>Policies Review</b> (excluding Employment policies)</li> <li>➤ <b>Financial Information Risk Register</b></li> <li>➤ <b>Review of Junior School playing field deed of covenant</b></li> </ul>	
	<p><b>Meeting Closed: 8.40 p.m.</b></p>	