Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee Monday 13th April 2015, 7.30 p.m, at the Parish Office, New Road, Impington

Finance, Legal and Administration Committee Minutes
Membership: 5 + 2

Quorum: 3

Appendices: 4

Agenda No:	Present: Clirs: Denis Payne (Chairman), Hooda Abdullah, Neil Davies, Brian Ing, Derek Marston Clerk: Angela Young; Lynda Marsh	
F/15/001	TO RECEIVE APOLOGIES FOR ABSENCE	
	Cllrs Jenkins (personal), Ing (personal)	
F/15/002	MEMBERS DECLARATIONS OF INTERESTS	
	None	
F/15/003	PUBLIC PARTICIPATION	
	None present	
F/15/004	APPROVE MINUTES OF THE MEETING HELD 28 January 2015	
	All agreed Chairman to sign all minutes as a true record	
F/15/005	MATTERS ARISING – from those minutes	
005.1	Action List: provided to all and accepted (Appx 1)	
	Discussion on:	
	Response from Brandon Lewis MP on S106 issues to be forwarded to Planning Committee to note	
	Tennis Club approach made regarding occasional use of room as ground staff rest room	
	facilities	
F/15/006	TO ACCEPT/REVIEW	
006.1	Clerks Report provided to all and accepted (Appx 2). Noted Local Council Award Scheme details and compliance required in 2016. Junior School Deed of Covenant Review awaited. Clerk to request up to date status from County Council. Discussion on practical	Future
006.2	realities of arrangement, future agenda Internal Audit Report and Arrangements for External Audit (Appx 3) Report copied to all and accepted. Additional notes supplied on discussions held. Noted no material matters to bring to attention of the Parish Council. External Audit papers due for submission by 22 June. Public Inspection of documents between 8 May and 5 June inclusive	agenda
006.3	Appointment of Internal Auditor 2015-16 and scope to be agreed All agreed to approach Valerie Seekings to discuss appointment as Internal Auditor for Histon & Impington. Scope to be agreed by Finance Chair and Clerks	DWP
006.4	End of Year Figures for report to Annual Parish Meeting (Appx 4) End of Year Spreadsheet including explanations for variancies provided to all. Noted income showed at 115.22% of expected, expenditure at 80.92%, partly due to timings of tree works, nonspend by Planning Committee and on Play Areas. Explanations given for all areas. Discussion on:	
	 The need for members to provide proper specifications for work agreed to better enable prompt and accurate orders for work 	
	 Possible transfer of surplus budget from 2014-15 to specified reserves. All agreed such requests should be made at precepting time accompanied by worked up proposals 	
	Agreed end of year figures for presentation at APM should be in form of report with suitable pie chart illustrations and narrative on detail e.g. number of staff employed, plans for specified reserves funds. Final draft to all Finance, Legal and Admin members by email for agreement ahead of APM	
006.5	Capital Spend Policy Cllr Payne and Clerk to work on draft to bring to May Full Council including guidance for Committees on how to bring forward spend requests to Full Council and guidance for Full Council on prioritising requests	DWP
006.6	Opportunities to Make Savings or to increase revenue so the Parish Council can increase the amount committed to "Community Services" budget. Environment Committee had identified £2,500 savings, Employment Committee £1,000. Finance, Legal & Admin	



006.7	Committee put forward £1,000 of possible savings (Computer Repair £75, Council Tax £175, Training £750) - together with £4,000 from reserves agreed, total of £8,500 to put to new Community Services Budget (SR) Ratification of Final Budgets 2015-16 including any budgets agreed but not invoiced and surplus budget treatment – for acceptance at Annual General Meeting 18 May 2015. Delegated to Clerk to finalise paper for acceptance – Budgets to be input to Quickbooks Action Plan to feed into Council's calendar at Full Council April 2015. Draft provided. Noted operational issues yet to be included e.g. which agenda covers Statement of Accounts annually. Cllr Payne and Clerk to brief Chairman Cllr Jenkins to carry out adequate preparation prior to Full Council April 2015. Overall Vision Statement Required	DWP
F/15/007	OTHER MATTERS	
007.1	<u>Transparency Issues</u> requirements under the Transparency Code (Clerk Report Appx 2 Pg 3-4). Noted requirements for income/expenditure over £200,000 differed and would be listed for all. All agreed to carry out best endeavours to follow Code in spirit, work in progress	
007.2	Other Correspondence: Consultation: Extension of remit of local government ombudsman to large parish and town councils. No response agreed Letter from resident querying percentage Precept Increase Noted concerns from one resident of Impington. Response to be sent outlining reasons for Parish Council increase 2015-16 amounting to under 7p per week for a Band D property Unicom Approach from telecoms company to switch provider, quoted at £31.99 per month + VAT plus extras for mobile and 0845 numbers. All agreed to remain with BT for time being	
F/15/008	DATE OF NEXT MEETING	
	Next scheduled meeting Monday 13 July ; 12 th October; 14 th December 2015	
F/15/009	Items for next agenda(s):	
	Chair would work with Clerk to resolve as many outstanding issues as possible prior to next meeting	
	Election of Chairman 2015-16 (July)	
	 Sinking Funds – consistent rules, rational timescales 	
	 Report on completion of Security of Assets – schedule including leases 	
	 War Memorial Registration/Licence issues 	
	Meeting Closed: 9.05 p.m.	

