

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 13th July 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: Cllrs: Denis Payne (Elected Chairman), Brian Ing, Derek Marston, David Jenkins Clerk: Angela Young; RFO: Lynda Marsh	
F/15/010	ELECTION OF COMMITTEE CHAIR 2015-16 Proposed Cllr Jenkins, seconded Cllr Ing, all in favour and AGREED to elect Cllr Denis Payne as Chair	
F/15/011	TO RECEIVE APOLOGIES FOR ABSENCE Cllrs Davies (personal)	
F/15/012	MEMBERS DECLARATIONS OF INTERESTS None	
F/15/013	PUBLIC PARTICIPATION None present	
F/15/014	APPROVE MINUTES OF THE MEETING HELD 13 April 2015 Noting Cllr Ing had not been present, all agreed Chairman to sign minutes as a true record	
F/15/015 015.1	MATTERS ARISING – from those minutes <u>Action List:</u> provided to all and accepted (Appx 1) Discussion on: <u>13/023.7 Information Risk Analysis</u> Cllr Ing and Clerk to meet in August <u>14/037.1 Financial Strategy</u> Clarification that: <ul style="list-style-type: none"> • Precept should at least cover the costs • Debt ceiling of £600k suggested • Depreciations/sinking funds need detailing 	BSI
F/15/016 016.1 016.2 016.3 016.4	TO ACCEPT/REVIEW Clerks Report provided to all and accepted (Appx 2). Noted <u>appointment of Max Parish as Internal Auditor</u> . Chair to meet Internal Auditor to agree scope for 2015-16 <u>CCLA Investments</u> rate reviewed. Clerk to request details of any investment CCLA offer to improve on current holdings <u>CCVS Training</u> on Budgets and Forward Planning cancelled Clerk to investigate one to one opportunities through CCVS <u>Lucy Frazer MP</u> visit due 4 August 4-5pm. Agreed to request questions in advance and take others on the day. Ideas for questions: Planning issues (including zoning); Parish Council funding/S106/CIL; Educational funding <u>Insurance Claim Narrow Lane</u> contact made with Solicitors and Insurers. Land in question not responsibility of Parish Council. Insurers advise they reserve their position <u>FSCS</u> as of 3 July 2015. FSCS protection up to £75k per investment now in place <u>Insurance Claim Recreation Ground</u> Insurers advise position currently being defended Amendments to Terms of Reference of Membership Agreed membership to remain at 5 + 2 ex officio. Various suggestions for amendments to Terms of Reference. Any other suggestions to Clerk by end of August by email for final presentation to Full Council for acceptance with all other committee Terms of Reference Quarterly Finance Report (Appx 3) Noted <u>Income</u> slightly down on budget some invoices still outstanding. Encouragingly up on sports fees <u>Expenditure</u> Significantly down on budgeted, but no significant underspend. Accepted. RFO advised more work on the figures yet required Sinking Funds If one to one tuition obtained through CCVS, sinking funds and specified reserves treatment to be explored. Suggestion that Asset Register should show life of item	DWP Full Council

	<p>Views:</p> <ul style="list-style-type: none"> • Sinking funds designed for build might have in future • Sinking funds not normally for static items, but for capital items • Loans should match the life of the asset • Specified Reserves can be for revenue items. <p>Agreed to review Specified Reserves and identify any for capital replacement. It was generally felt that consistent terminology required rather than change in practice. Chair and Clerk to meet 4 August to discuss further</p>	DWP
F/15/017	<p>OTHER MATTERS</p> <p>017.1 Feedback from Workshop Session Full Council 20 April 4 resultant exercise sheets provided for all (Appx 4) Noted: <u>Foundation Status</u> – requires Annual Plan to be published; Transparent reporting <u>Each Committee</u> to have 30 minute agenda item first item on the agenda after August break to debate validity. Cllr Jenkins to work with individual Committee Chairs before then <u>Each Committee</u> to look at drawing up a new version for 2016-17 in due course <u>Designed to be a supportive examination</u> – to give Committees the mechanism to learn from target setting and prepare based on previous year experience</p> <p>017.2 Transparency Issues Clerk reported on new regime for Accounts and Audit procedure, to include need to publish Statement of Accounts and other audit publications on website no later than 30 August. Regarding the Local Government Transparency Code (recommended practice, not mandatory), agreed: To publish annually</p> <ul style="list-style-type: none"> • Information relating to local authority land • Grants to volunteers, community and social enterprise organisations • Staff organisation charts <p>Further noted:</p> <ul style="list-style-type: none"> • Expenditure over £500 detailed in appendices to minutes, published on website • Contracts/purchase orders over £5000 appear in minutes, published on website <p>Agreed to investigate any website in the County that lists invitation to tender which could be exploited. If available, Parish Council invitations to tender to be published through that route quarterly</p> <p>017.3 Programme for Implementation of Living Wage Full Council had requested consideration by Finance Legal & Admin Committee. Proposed Cllr Payne, all in favour and AGREED that as of 1 October 2015, the Parish Council will set a minimum hourly rate which is the higher of the Living Wage of the Living Wage Foundation and the National Living Wage established by the Government, that will remain in place until the Council decided it is no longer appropriate. The Finance L&A Committee will continue to monitor the changing position</p> <p>017.4 Funding for Spend and Capital spend agreed/due – RFO/Clerk to prepare recommendations for financing of recently agreed spend and advise Finance members by email. Members discussed unforeseen expected spend at Recreation Ground. Report due at Recreation Committee 7 September for decision at Full Council September. RFO and Clerk to identify most suitable funding source for any resulting request</p>	
F/15/018	<p>DATE OF NEXT MEETING</p> <p>Next meeting scheduled 14 September (for recreation projects only) not to held (see item 17.4, RFO/Clerk to draw up recommendation for funding sources for Full Council September) Next scheduled meeting Monday 12th October 2015</p>	
F/15/009	<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"> ➤ Report on completion of Security of Assets – schedule including leases ➤ War Memorial Registration/Licence issues ➤ Junior School Covenant ➤ Review Terms of Reference for all Committee, Delegations, Financial Regulations and Standing Orders 	
	<p>Meeting Closed: 9.17 p.m.</p>	