

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 15 December 2014, 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 (Chairman), Hooda Abdullah, Neil Davies, Brian Ing, David Jenkins, Derek Marston Clerk: Angela Young; Lynda Marsh	
F/14/032	TO RECEIVE APOLOGIES FOR ABSENCE None	
F/14/033	MEMBERS DECLARATIONS OF INTERESTS None	
F/14/034	APPROVE MINUTES OF THE MEETING HELD 6 October 2014 All agreed Chairman to sign all minutes as a true record	
F/14/035 035.1	MATTERS ARISING – from those meetings <u>Action List:</u> provided to all and accepted (Appx 1)	
F/14/036 036.1 036.2 036.3 036.4	TO ACCEPT/REVIEW <u>Clerks Report (Appx 2)</u> Accepted <u>Delegated payment of accounts</u> noted <u>Approve payment of outstanding accounts</u> Proposed Cllr Jenkins, seconded Cllr Marston all in favour and RESOLVED to approve <u>Local Council Award Scheme</u> Report to go to Full Council. Noted 3 levels available <u>Unity Bank</u> Full report provided, recommendation to open current account with Unity Bank, retaining Barclays account with nominal balance. Noted Unity Bank: <ul style="list-style-type: none"> • Provided specialist service for Parish Councils and others • Gives a 3 person approval process for internet banking • Provides online access to all Councillors to view accounts, statements, enabling council to sign off Section 2 of the Annual Return with confidence • Good risk management tools e.g. individual secret login details; Clerk/RFO to “view and submit only” Proposed Cllr Jenkins, seconded Cllr Ing all in favour and RESOLVED to open new account, to be used for electronic payments once new Standings Orders in place, February Full Council <u>Staff Restroom Facilities</u> Full report provided, recommendation to find suitable area for temporary rest room facilities now staff numbers have grown. Recommendation to consider precepting/budgeting for extension to office to provide permanent facilities, together with additional working and meeting space. Proposed Cllr Abdullah, seconded Cllr Ing all in favour and RESOLVED to seek a temporary solution for when Apprentice starts, to have occasional use of tennis room, Cllr Davies and Clerk to approach Tennis Club to discuss details. In the meantime to obtain credible estimates for full front extension to parish office, which would be of benefit to Recreation Ground as well as council office, provided extra income for letting and storage space. Noted Business Plan for Recreation Ground required	
F/14/037 037.1 037.2	OTHER MATTERS <u>Formation of Medium Term Financial Strategy</u> Agreed Cllr Payne and Clerk to draw up a paper, share by email and take forward for Full Council acceptance. Noted: <ul style="list-style-type: none"> • 5 year period suggestion, with some work carried out on 3 year plan • Need for a strategy e.g. “retain funds for 2 major projects every 5 years”. Implications of capital spend on revenue • Need to express as a percentage of precept, not numbers • Need to put aside funds annually to cover keeping assets going • Differentiation of capital and revenue key <u>Formulation of Disaster Recovery Plan</u> Agreed no plan required. Suggestion that a Statement of Data Security could cover systems in place	

037.3	<u>Data Transparency Issues</u> Noted requirements from February 2014 for Councils with income in excess of £200k. Accepted in principle, acknowledging pressures on staff, for action in due course	
037.4	<u>Overview of Budget Requests and Process to take forward</u> Cllr Ing reported on bids made by individual Committees, further work required. Noted significant increases in capital items for Recreation, Environment and Highways and reviewed levels of reserves available or borrowing options. Concern over loss of S106 payments recently announced by Government. Cllr Ing to work with Clerk to plug data holes and forensically check expenditures to ensure understood. Proposal to spread salaries costs over Committees, agreed .	
037.5	Agreed Cllr Payne to review final figures and produce a report showing movements in reserves and precept requirements for meeting due 12 January 2015. Noted 2.22% increase in funding as a result of change of Band D equivalent rates for Histon & Impington. Total estimated Reserves of £866k noted, including Specified fund and S106 payments. Agreed at this stage 2 and 3 year budgets would be for noting only <u>Other Correspondence</u> Natwest. Confirmation that Natwest Bank closing Histon branch in March 2015. Agreed letter of disquiet and concern to be sent. Also a letter to Barclays Bank concerning their position as last Bank in the village	
F/14/038	DATE OF NEXT MEETING Next scheduled meeting Monday 12 January 2015 (precept meeting), 13 April 2015	
F/14/039	Items for next agenda(s): Chair would work with Clerk to resolve as many outstanding issues as possible prior to next meeting Meeting 12 January would cover precept recommendation only <ul style="list-style-type: none"> ➤ Any Financial Timetable items ➤ Sinking Funds – consistent rules, rational timescales (deferred) ➤ Security of Assets, schedule of assets including leases ➤ Adoption of: Information Risk Assessment; new Financial Regulations; Terms of Reference; Delegations; Standing Orders ➤ Policies Review (excluding Employment policies) ➤ Transparency issues ➤ Review of Junior School playing field deed of covenant ➤ War Memorial Registration / Licence issues Clerk delegated to progress with Chair: <ul style="list-style-type: none"> ➤ Future Legal representation 	
	Meeting Closed: 9.22 p.m.	