

Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee  
Monday 16<sup>th</sup> December 2013, 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, Brian Ing, David Jenkins Clerks: Angela Young; Lynda Marsh	
F/13/028	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllr Cedric Foster (personal), David Legge (personal)	
F/13/029	<b>MEMBERS DECLARATIONS OF INTERESTS</b> Non-pecuniary: Cllr Davies – Histon Hornets; Cllr Ing – Histon Cricket Club	
F/13/030	<b>APPROVE MINUTES OF THE MEETING HELD 7 October 2013</b> All <b>agreed</b> Chairman to sign all minutes as a true record	
F/13/031	<b>MATTERS ARISING – from those meetings</b>	
031.1	<u>Action List</u> : provided to all ( <b>Appx 1</b> )	
031.2	Additional discussion on: <u>Item 16.1 - 5 Year Forecast</u> Question of timing and need for an informed forecast.	
031.3	<b>Agreed</b> January 2014 still a reasonable aim <u>Item 25.1 Pension Contribution</u> Cllr Ing clarified 2% increase for 2014-15 seemed a reasonable allowance. Following year likely to be a further 2%	
F/13/032	<b>TO ACCEPT</b>	
032.1	<b><u>Clerk's Report (Appx 2)</u></b> Discussion followed on: <u>Electronic Banking</u> No recommendation put forward to change Banks <u>Council Tax Benefit Support Grant</u> Noted assumption must be that no grant will be received via SCDC 2014-15	
F/13/033	<b>TO REVIEW</b>	
033.1	<b><u>Finance</u></b> <u>Financial Regulations</u> Reviewed, for recommendation to Full Council ( <b>Appx 3</b> ). Noted the changes document regulations already in place following grouping of Parish Councils, rather than any substantive change. <u>Item 13</u> Outstanding work on arrangements for custody of documents required. <b>Agreed</b> to recommend acceptance at January Full Council	Jan Full Council
033.2	<u>Possible Areas of Retrospective Spending</u> of S106 moneys held ( <b>Appx 4</b> ) Noted: <ul style="list-style-type: none"> <li>• Need for a General Reserves Policy</li> <li>• S106 spend does not affect Precept level</li> <li>• Sinking funds need to have a consistent set of rules with all timescales being rational. Future agenda item June/July</li> <li>• Advice needed on showing Specific Reserves in accounts from April 2014</li> <li>• All assets need review with a view to including depreciation details</li> <li>• All <b>agreed</b> to look at transferring following into S106 spend records, retrospectively:</li> </ul> <u>Community Space</u> : Grant towards StAC Project - £5,000 <u>Public Open Space</u> : Leasehold for land rear of Manor Park - £20,000 The Green, Play Area Project - £22,500 Duck Platform costs- £1,449 Homefield Park footpath improvements - £2,665 To be renamed as Specific Reserves Funds “Community Space” and “Public Open	June/July

033.3	<p>Space". Cllr Davies clarified new S106 related projects identified by Recreation Ground Committee (<b>Pg 3 and 4</b>). Members accepted <u>Perimeter Fencing Plans</u>, in principle. Any proposal from Recreation Ground Committee to go through Finance, Legal and Admin who in turn would make any recommendation to Full Council. <u>Refurbishment of MUGA</u> accepted as critical now. <u>Car Park</u> agreed not essential although desirable. <u>Tennis Court Redevelopment</u> question over planning permission requirements and need for a Business Plan</p> <p><b>Administration</b>  <u>Community &amp; Engagement Working Party</u> Cllr Ing to prepare notes for second meeting held</p>	
<p>F/13/034 034.1</p> <p>034.2</p>	<p><b>TO CONSIDER OTHER MATTERS</b></p> <p><u>Review Budget Bids and Agree Process for Recommendation to Precept Committee 31 January 2014</u>  Overview paper provided by Chairman (<b>Appx 5</b>), calling for comment/view on process Agreed:</p> <ul style="list-style-type: none"> <li>• Staff/payroll costs to be listed separately</li> <li>• Clerk (LMM) to report on "journalled off" items as a standard review, Committee to give a steer on which to journal off and which to show as income</li> <li>• Contingencies to be centralised at a relevant level</li> <li>• Treat Neighbourhood Plan costs (£7K) as funded from reserves as may be re-claimable</li> <li>• Look at all opportunities to reduce precept request to within 2-5% increase 2013-14</li> </ul> <p><u>Discussion on:</u></p> <ul style="list-style-type: none"> <li>• Loan repayment/reschedule options</li> <li>• Kings Meadow budget eligible for S106 spend</li> <li>• Preferred percentage increase to be requested</li> <li>• Long term policy should not see spend from reserves year on year</li> <li>• Option to ask Committees to shave budgets</li> <li>• Payment from reserves more legitimate for capital items</li> <li>• Acceptable general reserves levels of up to 50% of Precept request (say £130-140k)</li> <li>• Possible "squeeze" on spending January-March 2014</li> </ul> <p><b>Agreed</b> Cllr Payne to work with office staff to update figures for consideration at meeting due 13 January 2014. Cllr Payne to write to all Committee Chairs outlining the Committee's thoughts for early consideration and feedback.  At the end of process January 2014, <b>agreed</b> Committee need to look at the Reserves position and prepare a 5 year forecast</p> <p><u>Other Correspondence</u> None received</p>	
F/13/035	<p><b>DATE OF NEXT MEETING</b></p> <p>Next scheduled meeting <b>Monday 13 January 2014</b> (Precept setting), 31 March 2014</p>	
F/13/027	<p><b>Items for next agenda(s):</b></p> <p><b>13 January 2014</b></p> <ul style="list-style-type: none"> <li>- <b>Recommendation for Precept Level</b></li> <li>- <b>Review Quarterly Financial Report (will be emailed round for ease of acceptance)</b></li> </ul> <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 Agenda 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 Assets</b></li> <li>- <b>Policies Review</b> (excluding Employment Policies)</li> <li>- <b>Financial Information Risk Register</b></li> </ul>	
	<p><b>Meeting Closed: 9.25 p.m.</b></p>	