

## Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 5

<b>Agenda No:</b>	Present: <b>Cllrs:</b> David Jenkins (Chairman), Andy Butcher, Neil Davies, Brian Ing, Denis Payne Clerk: Angela Young; RFO: Lynda Marsh	
F17/031	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllr Edd Stonham (personal). Cllr Ashey Gordon was absent	
F17/032	<b>MEMBERS DECLARATIONS OF INTERESTS</b> <b>To receive</b> declarations of pecuniary interest from Councillors <b>on items on the agenda</b> - None declared <b>To receive</b> written requests for dispensations for disclosable pecuniary interests (if any) – None declared <b>To grant</b> any requests for dispensation as appropriate – None requested	
F17/033	<b>PUBLIC PARTICIPATION</b> No public present	
F17/034	<b>APPROVE MINUTES OF THE MEETINGS HELD 10<sup>th</sup> July 2017</b> 034.1 Proposed Cllr Butcher, seconded Cllr Ing, all in favour Chairman to sign as a true record	
F17/035	<b>MATTERS ARISING – from recent meetings</b> 035.1 Copied to all ( <b>Appx 1</b> ) Further discussion on: <u>F17/019.3 HICOM Service Level Agreement</u> Cllr Payne working on bringing together critical external parties prior to calling a Health & Well Being Working Party <u>F17/030 Transparency Code obligations</u> December agenda setting out Council's obligations currently met <u>Strategic Partnership</u> Cllr Jenkins to provide list of suitable partnerships December agenda <u>Communication Protocols</u> draft to be presented on December agenda	DWP JDJ
F17/036	<b>TO RECEIVE, REVIEW AND ACCEPT</b> 036.1 <b>Clerk's Report (Appx 2)</b> Noted and accepted. Further discussion on: <u>Fidelity Insurance</u> (Employee Dishonesty) Agreed to remain at £641,000 <u>National Non Domestic Rates</u> Concerns expressed on new rules to NALC via CAPALC, effectively a tax on sport. Dist Cllr Davies to take up matter with SCDC and Lucy Frazer MP. Recreation Committee to investigate Charity status running further <u>Neighbourhood Plan costs</u> Confirmed that Council had agreed to take any extra costs above grant funding from reserves 036.2 <b>Half Year Budget Report (Appx 3)</b> RFO outlined Environment projects now ready to move forward and confirmed no unusual payments to date. Increase in cricket income due to more local midweek games and extra resource of groundstaff. Treatment of specified reserves spend (item 59000) needs to be taken into account when comparing spend to budget 036.3 <b>Risk Management Plan</b> reviewed ( <b>Appx 4</b> ) All in favour to <b>accept</b> . Next review to commence July 2018. Cllr Ing to help set guidelines covering probability and impact 036.4 <b>Effectiveness of Independent Internal Auditor</b> All agreed to <b>accept</b> review. Chair and RFO to request meeting with Internal Auditor to look at increased use of sampling rather than checking processes for future. 036.5 <b>Financial Questionnaire Outcomes (Appx 5)</b> . Members reviewed outcomes and main reasons for setting questionnaire to residents. Accepted that Committees would need to budget as usual, with requests mapped out against these results if it was felt adjustments needed. The results were to be seen as a guide rather than unnecessarily constraining. Noted support level for a paid for PCSO. Agreed Chair to contact Cottenham PC regarding possible partnership working with PCSO time and instate a line of communication with the new Chief Inspector 036.6 <b>External Audit Report</b> Noted unqualified audit certificate received for 2016-17.	NSD  BSI JDJ/RFO  JDJ

<p>F17/037</p> <p>037.1</p> <p>037.2</p> <p>037.3</p> <p>037.4</p> <p>037.5</p> <p>037.6</p>	<p><b>OTHER MATTERS</b></p> <p><b>Contingency Request for Capital Funding</b> Clerk set out request for capital funding release of up to £3,500 for provision of electricity supply and Christmas Lights at The Copse. Proposed Cllr Davies, sec Cllr Ing, all in favour and <b>AGREED</b> to release capital funding from reserves to kickstart this improvement to use of the area in Impington. Environment Committee to be asked to define the long term use of the area around the Crossing Keepers Hut</p> <p><b>Purchase of Wreath/donation for Remembrance Sunday 12 November</b> All in favour and <b>AGREED</b> that Histon &amp; Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b>, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:-  <b>“to purchase wreath and include donation to total £100”</b></p> <p><b>GDPR (Data Protection Requirements 2018)</b> – plans for Consent and Privacy notices and Encryption requirements prior to May 2018. Detail awaited from NALC. Agreed Cllrs Payne and Ing to work with Clerks on planning compliance. Cottenham Parish Council to be approached re possible partnership..</p> <p><b>Access to Junior School Field</b> – Noted personal covenant on playing field had not been carried forward by the County Council on the lease to the Trust. Parish Council has agreed in principle to allow access, details yet to be negotiated. <b>AGREED</b> to make contact with the Junior School Head, Cllr Butcher to discuss the position of the Primary School Development Task &amp; Finish group with Cllr Stonham.</p> <p><b>Conditional Purchase Agreement, Milton Road</b> – Cllr Ing updated members on progress with wording and legal issues encountered. Extra Ordinary Council meeting scheduled 13 November for decision on signature of the agreement. Queries on financing raised, noting that decisions were needed in due course on borrowing limits and future longer term plans for this land and the recreation ground, were the conditional purchase agreement to be signed.</p> <p><b>3 Year Plan</b> – Discussion on distinction between 3 Year Plan and 1 year budgets. Acknowledged the timing was not ideal, Cllr Jenkins to contact all Committee Chairs to offer meeting to discuss requirements.</p>	<p><b>Environment Committee</b></p> <p><b>DWP/BSI</b></p> <p><b>ALB</b></p> <p><b>JDJ</b></p>
<p>F17/038</p>	<p><b>DATE OF NEXT MEETING</b></p> <p>Next scheduled meeting: <b>Monday 4 December 2017</b>  Then 8 January, 9 April 2018</p>	
<p>F17/039</p>	<p><b>How to communicate meeting discussions/decision and to request items for next agenda(s):</b></p> <p>No website article</p> <p><b>Next Agenda:</b>  Medium and Long Term Financial Strategy  Strategic Partnerships  Transparency Code Obligations  Communications Protocols  Annual Section 106 report</p>	
	<p><b>Meeting Closed: 9:05pm</b></p> <p><b>Appendices Attached:</b>  <b>Appendix 1: Action List</b>  <b>Appendix 2: Clerk’s Report</b>  <b>Appendix 3: Half Year Budget Report</b>  <b>Appendix 4: Risk Management Plan</b>  <b>Appendix 5: Financial Questionnaire Outcomes</b></p>	