

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Thursday 27 June 2013, 7.30 p.m, At the Parish Office, New Road, Impington**

Finance, Legal and Administration Committee Minutes

Membership: 5

Quorum: 3
Appendices: 4

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Cedric Foster, Brian Ing, David Jenkins (ex officio), David Legge Clerk: Angela Young; Lynda Marsh	
F/13/010	ELECTION OF COMMITTEE CHAIRMAN 2013-14 Proposed Cllr Ing, seconded Cllr Legge Cllr Jenkins, who declined the nomination. Withdrawn. Proposed Cllr Jenkins, seconded Cllr Foster all in favour and agreed to elect Cllr Payne	
F/13/011	TO RECEIVE APOLOGIES FOR ABSENCE Cllr Neil Davies (personal)	
F/13/012	MEMBERS DECLARATIONS OF INTERESTS None received	
F/13/013	APPROVE MINUTES OF THE MEETING HELD 8 April 2013 All agreed Chairman to sign all minutes as a true record	
F/13/014	MATTERS ARISING – from those meetings 014.1 <u>Item 004.1 Monthly budget reports</u> – monthly reports to be prepared and supplied electronically as appropriate from 1 August 2013 014.2 <u>Item 005.1 Expenses Policy</u> adopted at Full Council 014.3 <u>Item 005.1 Asset Register Review</u> Full review of asset register with Insurers carried out. Top 10 valuations pending 014.4 <u>Item 006.1 Fields In Trust</u> King & Co have acted. Cost £180 014.5 <u>Item 006.2 Consent Streets</u> CAPALC approached. Alternative suggestion to approach all neighbouring Councils for interest, pending 014.6 <u>Item 006.3 Land rear of Manor Park encroachment</u> issues identified kept under review 014.7 <u>Item 006.4 Training</u> CAPALC Training for New Councillors scheduled for dates in July at Sutton. Orchard Park organising dates for July, August and September which would be more convenient. Details awaited. CAPALC report plans to put on training on “Communication with your Community” which can be held in Histon & Impington. Details awaited, likely to be September	
F/13/015	TO ACCEPT/REVIEW 015.1 Finance: <u>Quarterly Review of Budgets (Appx1)</u> Noted percentages given were of part year not whole year and some budgets indicate intentions or enabling sums. Noted loss of user to Holiday Inn had impacted income for Recreation Ground. Noted litter bin emptying covering sickness not entered under salary, but under “extra litter pick”. Agreed to draw up list of items where forecast not possible and therefore entered annually, also to highlight in future items where budgeting circumstances have changed. With no concern brought to attention of Committee, all accepted report 015.2 <u>Replacement Annual Financial Timetable 2013 – 14 (Appx2)</u> Noted new dates for meetings. Noted Cllr Ing and Clerk reviewing system of Internal Controls for report to Full Council. Discussion on precept arrangements: - Draft statement to be prepared by Cllr Payne for Chairman of Committees covering budget systems in future. Next agenda to establish guidance - Noted Committees able to re-assign between expenditure headings when required at start of each financial year and by 1 April annually, but maintaining overall budget. Such reassignment must not negate decision made by Full Council to not include a budget heading 015.3 <u>Internal Audit Report</u> No written report yet received. To be followed up 015.4 <u>Investment of Reserves (Appx3)</u> In accepting Clerks Report, all agreed to invest: £200,000 – Barclays Bond £200,000 - 90 day account in Cambridge and Counties Bank	Next agenda DWP

015.5	<p>£200,000 – retain in one 7 day Scottish Widows account Noted additional £109,000 due in S106 from Bellway Homes. Chairman and Clerk to prepare recommendation for investment to be agreed by email round Committee members. Nature of investments available to Parish Councils to be investigated e.g. equities Admin: <u>Projector</u> Cllr Ing had reported at Planning Committee and put forward suggestions (Appx4). Agreed to bring forward purchase request for next meeting for trialling with various input devices. Additional hardware may need acquiring. Noted no specific budget but agreed the item was essential for smooth running of planning meetings and noted levels of general reserves, wayleave funding or virement available to meet initial cost estimated at £800. Issue of “keystone” protection raised</p>	DWP
015.6	<p><u>Shredder</u> current shredder inoperative. Discontinued model and parts. All agreed to delegate to Cllr Payne and Clerk to agree a specification and procure replacement £500 maximum. Noted confidential papers to be supplied on coloured paper in future</p>	DWP
015.7	<p><u>BT Broadband Provision</u> Package to be identified and put in place. Cllr Payne and Clerk delegated to progress as required</p>	DWP
F/13/016	<p>TO CONSIDER OTHER MATTERS</p>	
016.1	<p><u>Cash Flow for Year/5 Year financial forecast</u> Cllr Ing to meet office staff to discuss way forward</p>	BSI
016.2	<p><u>Possible opportunity for purchase of Histon Station building</u> Agreed inappropriate to discuss prior to decision on high profile local planning application. Following discussion on process for acquiring buildings, agreed to delegate to Cty Cllr Jenkins to investigate further. In meantime any Councillor wishing to bring discussion forward to be asked to provide a proposal, involving whoever deemed appropriate, and report back to Finance, Legal and Administration Committee</p>	JDJ
016.3	<p><u>Section 106 spending (Appx 2 part 2)</u> Initial suggestion noted Agreed: - Recreation Ground to be asked to consider need for open space commuted sum expenditure on essential improvements including car park re-surfacing - To take every opportunity of identifying recent expenditure and applying retrospectively to convert budgeted funding into reserves. This to include £22,588 spend on Green Play Area. Next agenda for update</p>	Next agenda
016.4	<p><u>Legal Representation</u> agreed to obtain hourly rates from King & Co and Histon/Impington based solicitors for comparison</p>	
016.5	<p><u>Electronic Banking</u> Noted Parish Council need to stay alert to changes in legislation. Item to be kept on agenda to include debit/credit card payments, and Paypal account</p>	
016.6	<p><u>Other Correspondence</u> Note capping of Parish Councils looked likely only for parishes raising more than £1million</p>	
F/13/017	<p>DATE OF NEXT MEETING Next scheduled meeting Monday 7 October 2013, then 11 November 2013, 13 January 2014 (Precept setting), 31 March 2014</p>	
F/13/018	<p>Items for next agenda: As per Annual timetable accepted Also: Legal: The Coppice Land Registry; Manorial Waste Possessory Title; Conclusion to installation of Barrier at Car Park; Village Green Legislation Admin: Draft Press & Media Policy – resulting from work on Branding of Council</p>	
	<p>Meeting Closed: 9.45 p.m.</p>	