

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee  
Monday 28 January 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**

<b>Agenda No:</b>	Present: <b>Cllrs:</b> Denis Payne (Chairman), Hooda Abdullah, Neil Davies, Brian Ing, David Jenkins, Derek Marston Clerk: Angela Young; Lynda Marsh	
F/14/040	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> None	
F/14/041	<b>MEMBERS DECLARATIONS OF INTERESTS</b> None	
F/14/042	<b>APPROVE MINUTES OF THE MEETING HELD 15 December 2014</b> All <b>agreed</b> Chairman to sign all minutes as a true record	
F/14/043	<b>MATTERS ARISING – from those meetings</b>	
043.1	<u>Action List</u> : provided to all and accepted ( <b>Appx 1</b> ) Discussion on: 005.2 Newsletter Article was on precept, not end of year accounts 036.2 Tennis Club Room no approach yet made 037.5 Natwest Regional Manager had been invited to attend February Full Council	
F/14/044	<b>TO ACCEPT/REVIEW</b>	
044.1	<u>Clerks Report</u> provided to all and accepted ( <b>Appx 2</b> ) Further discussion on: <u>S106 payments changes</u> All agreed to delegate to Clerk and Chairman to write to Sir James Paice and Eric Pickles with concern over implications <u>Local Council Public Advisory Service</u> Clerk to investigate advantages of membership and report back	
044.2	<u>Quarterly Financial Report</u> provided to all ( <b>Appx 3</b> ) Noted income down on estimate due to mixture of decrease in burials over previous year and payment awaited from Histon Hornets on overdue invoice. Payment expected to be forthcoming following Recreation Ground meeting 26 January 2015. <u>Expenditure</u> all categories within expected budget and expected to complete the year inside budget. Explanations for lower spend, notably tree works outstanding, Parish Plans costs, new youth arrangement, King's Meadow programme. <b>Agreed</b> no areas of concern <u>Unity Bank Details</u> Proposed Cllr Payne, seconded Cllr Jenkins all in favour and <b>RESOLVED</b> to add all Councillors to mandate for viewing, with Cllrs Abdullah, Davies, Ing, Jenkins, Marston and Payne to be identified as 6 Councillors to authorise payments once payment initiated by RFO/Clerk	
044.3	<u>Health &amp; Safety Support</u> Health & Safety continued to be raised as training requirement, Suggestion had been made to employ professional support for larger projects. <b>Agreed:</b>	
044.4	- Clerk to research opportunities locally and online - Checklist to be drawn up for future projects - In future suppliers to be challenged for views on risks for new projects/services	
F/14/045	<b>TO SET RECOMMENDED PRECEPT REQUEST 2015-16 FOR FULL COUNCIL DUE 16 FEBRUARY 2015</b>	
045.1	Extension of timed allowed by SCDC, with request now due by 17 February. Committee reviewed figures, previously supplied to all ( <b>Appx 4</b> summary as amended) All Committees had provided input on forecast spend and income to March 2015; proposed revenue expenditure and income 15-16, capital projects 15-16. Additionally expenditure and income forecasts for 16-17 and 17-18 provided. View that revenue expenditure should ideally match precept request. Discussion on: <u>Community Facilities</u> £12,000 revenue spend put forward; £89,000 capital. These figures abstracted from previous reports rather than Committee request. Noted this level of revenue spend unlikely in first year	

	<p><u>Estimated General Reserves March 2015</u> £206.947, movement of reserves spreadsheet to be designed for future years</p> <p><u>County Council expected increase</u> of 1.99% a £22 increase on an Band D property</p> <p><u>Previous input from Planning Committee for Neighbourhood Plan</u>, now changed to £8,000 spend 2015-016 and £8,000 income (grant)</p> <p><u>Youth Committee</u> input altered for income from £1560 to £900. Noted no addition planned to Skatepark Specified Reserves</p> <p><u>Challenges Faced</u> in future by County and District Council to continue services and need to preserve reserves for funding, building a facilitation fund. Possible re-designation of employees or partnership working in such circumstances raised</p> <p><u>Quality Awards</u> now required Parish Councils to publish annual returns</p> <p><u>Capital Plan</u> for noting only. Was not approval of all projects, approval would be given as each came forward for implementation</p> <p><u>Special Reserve for Open Spaces</u> noted could be earmarked for appropriate environment Capital Projects</p> <p><u>Borrowing Options</u> for Capital Projects outlined</p> <p>All in agreement that recommending precept level was not necessarily setting final budgets. Proposed Cllr Ing, seconded Cllr Davies to recommend a 4% rise (£3.51 per annum on a Band D property), all in favour and <b>RESOLVED</b>. Further proposed Cllr Jenkins, seconded Cllr Marston to additionally Budget £10,000 into “community services” fund, working with Committee Chairs to bring the total new budget down to the precept level of £296,635 a net reduction of £6,500. All others abstained from vote, therefore <b>RESOLVED</b>. Noted although an intention, may not prove possible</p>	
F/14/046	<p><b>DATE OF NEXT MEETING</b></p> <p>Next scheduled meeting <b>13 April 2015</b></p>	
F/14/047	<p><b>Items for next agenda(s):</b></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"> <li>➤ Any Financial Timetable items</li> <li>➤ Sinking Funds – consistent rules, rational timescales (previously deferred)</li> <li>➤ Security of Assets, schedule of assets including leases</li> <li>➤ Adoption of Information Risk Assessment</li> <li>➤ Policies Review (excluding Employment policies)</li> <li>➤ Transparency issues</li> <li>➤ Review of Junior School playing field deed of covenant</li> <li>➤ War Memorial Registration / Licence issues</li> </ul>	
	<p><b>Meeting Closed: 9.30 p.m.</b></p>	