

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 30 June 2014, 7.30 p.m, At the Parish Office, New Road, Impington**

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 2

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Brian Ing, David Jenkins, Derek Marston Clerk: Angela Young Also present: Lynda Marsh (RFO)	
F/14/009	TO ELECT CHAIRMAN 2014 – 2015 Proposed Cllr Jenkins, seconded Cllr Marston, all in favour to elect Cllr Payne as Chair	
F/14/010	TO RECEIVE APOLOGIES FOR ABSENCE Cllrs: Hooda Abdullah (work) Neil Davies (personal)	
F/14/011	MEMBERS DECLARATIONS OF INTERESTS None	
F/14/012	APPROVE MINUTES OF THE MEETING HELD 12 May 2014 All agreed Chairman to sign all minutes as a true record	
F/14/013	MATTERS ARISING – from those meetings <u>Action List</u> : provided to all and accepted (Appx 1) Additional discussion on: <u>Projector purchase</u> Cllr Ing to request input from Planning Committee members <u>Information Risk Analysis</u> Clerk to make report after Data Protection Training due 29 July <u>Newsletter Finance Article</u> Communications & Engagement Working Party to consider	BSI Comms & Engage WP
F/14/014	TO ACCEPT/REVIEW 014.1 <u>Clerks Report (Appx 2)</u> Accepted. Noted: <u>Business cards and holders</u> Now purchased and available to members <u>CVS Membership</u> £60 to unlock free training in Cambridge. Prop Cllr Ing, sec Cllr Marston and agreed to take up membership and attend “Filling Out Grant Funding applications” course 22 July <u>Freedom of Information Act request</u> received - legal issues discussed, response to be made within 20 days 014.2 <u>Internal Auditor Report</u> Full report to be available for July meeting. Interim report indicated no material matters of concern, noting healthy balances for identified projects. Accepted 014.3 <u>Quarterly Review of Budgets (Appx 3)</u> Noted income on target as although Burial Ground income down on previous year, interest was pending and invoices outstanding for June. Expenses showed underspend including for Environment Committee items, with work now ordered on trees but not yet fully invoiced. Discussion on spread of budgets over the year when timing unknown or delayed. Unspent budget lines to be listed separately, with reasons, in future to enable better understanding of position. Accepted 014.4 <u>Draft New Financial Regulations – including recommendation for Delegations</u> Draft papers prepared, agreed Cllr Payne and Clerk to work on final drafts once input received from each Committee on delegated powers lists. Some concern over change of operating policy in new model. Clerk to discuss with Internal Auditor. Agenda item next meeting, for adoption at October Full Council 014.5 <u>Draft Pension Discretion Policy</u> required by LGPS. Agreed to adopt as an interim policy, and submit to LGPS for comment, noting section relating to Councillors did not seem to apply to Parish Councillors	All Committees Next agenda
F/14/015	OTHER MATTERS 015.1 <u>To consider issue of Merger of Parishes</u> Member of public had raised the issue of whether the Council intended to proceed to full merger following the 20123 Grouping Order. Members reviewed possible benefits (single Annual Parish Meeting; accounting) and also disbenefits (mid term election costs; process time and costs). Prop Cllr Payne,	

015.2	seconded Cllr Ing, all in favour and agreed to defer any decision and put under quinquennial review for 2019	
015.3	<u>Agreement to Temporary Events Notice</u> licence for bar on The Green 5 July. Agreed. Considered a suitable item for delegated decision by clerk in future	
015.3	<u>CPRE Membership</u> Letter outlining benefits of membership, due for renewal October 2014. Recommendation not to renew membership as insufficient benefit to Histon & Impington Parish Council	
F/14/016	DATE OF NEXT MEETING Next scheduled meeting Monday 6 October 2014 ; 15 December 2014	
F/14/017	Items for next agenda(s): Chair would work with Clerk to resolve as many outstanding issues as possible prior to next meeting <ul style="list-style-type: none"> ➤ Any Financial Timetable items ➤ Purchase request for Projector – proposal from Cllr Ing ➤ Security of Assets ➤ Policies Review (excluding Employment policies) ➤ Financial Information Risk Register ➤ Review of Junior School playing field deed of covenant ➤ Proposals for Employment matters as sub Group of Committee ➤ Legal representation ➤ Sinking Funds – consistent rules, rational timescales ➤ War Memorial Registration / Licence issues ➤ Policy decision on joining the Credit Union 	
	Meeting Closed: 9.05 p.m.	