

## Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 3

<b>Agenda No:</b>	Present: <b>Cllrs:</b> Denis Payne (Chairman), Andy Butcher, Brian Ing, Neil Davies, Edd Stonham Clerk: Angela Young; RFO: Lynda Marsh	
F16/038	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllr Jenkins (personal), Cllr Gordon (work)	
F16/039	<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	
F16/040	<b>PUBLIC PARTICIPATION</b> No public present	
F16/041 041.1	<b>APPROVE MINUTES OF THE MEETING HELD 10<sup>th</sup> October 2016</b> All <b>agreed</b> Chairman to sign minutes as a true record	
F16//042 042.1	<b>MATTERS ARISING – from recent meetings</b> <u>Action List</u> provided to all and accepted ( <b>Appx 1</b> ) Additional discussion on: <u>Item 035.2 Draft Methodology of Requirements</u> Cllr Payne and Ing had met <u>Item 034.6 Standing Orders and Financial Regulations</u> For review January 2017 Full Council <u>Item 035.4 Referenda Consultation</u> Lucy Frazer MP acknowledged receipt of copy of response, passed to Marcus Jones MP, Minister for Local Government Finance	
F16/043 043.1  043.2  043.3 043.4 043.5 043.6	<b>TO RECEIVE AND REVIEW</b> <u>Clerk's Report</u> ( <b>Appx 2 Pg 1-2</b> ) Noted and accepted Additional discussion on: <u>Flora Tec Xmas Tree</u> payment of £160 (provided at cost price). Flora Tec had been unable to offer free of charge as in previous years <u>Freedom of Information request Infant School</u> to clarify constraints on site. Discussion on open space reduction issues and Green Belt build <u>MUGA Refurbishment Business Plan</u> ( <b>Appx 3</b> ) received. Recommended that Dura-Sport is the preferred contractor and funding of £47,000 in total is recommended to Full Council to enable the project to proceed. Proposed Cllr Stonham, sec Cllr Ing all in favour. Extra Ordinary meeting to be held 6 December 2016 to agree to proceed. Finance Legal & Admin Committee recommend Section 106 funding for £28,000, with £19,000 being from Specified Reserves fund for the purpose. <u>Section 106 Funds Status</u> up to date details of funding held provided to all and accepted. The first date for spending is August 2022 <u>To note payment of Delegated payment of accounts</u> in Clerks Report ( <b>Appx 2</b> ) noted <u>Approve payment of outstanding accounts</u> ( <b>Appx 2</b> ) Cllr Ing will verify monies against report prior to submission by BACS. Proposed Cllr Payne, seconded Cllr Butcher, all in favour <u>Amounts paid in</u> for report at January Full Council	
F16/044 044.1	<b>OTHER MATTERS</b> <u>Public Work Loan Board</u> Investigations show it would not be beneficial to pay off existing PWLB and re-finance. Some discussion on options to take any new loans as interest only in first instance, reverting to repayment at a later stage. <b>Agreed</b> a long	

044.2	term view required <u>Overhead Projector Needs</u> Details of specification and requirements provided by Cllr Jenkins and Cllr Stonham separately. Proposed Cllr Stonham, seconded Cllr Butcher to budget for a maximum £3,000 spend to provided requirement for both Parish Office and Community Room	
044.3	<u>South Cambs District Council</u> Estimated tax bases for 2017-18: Histon: 1766.7 Impington: 1509.1	
044.4	Noted precept requirements to SCDC by 3 February 2017 <u>Precept Calculations – early indications of Committee Requests</u> Committee reviewed early indications from Committees and officers. Some discussion on: <ul style="list-style-type: none"> <li>• Pension payments – long term liabilities particularly where retirement taken</li> <li>• CCC band D increase of approximately £45 per annum; Police £3.60 per annum</li> <li>• Availability of General Reserves to fund certain new items e.g. Mental Health Wellbeing; Neighbourhood Plan; Projector/Screen, if appropriate</li> <li>• Need for a vision to create a meaningful longer term plan</li> <li>• Community Park Projects – varying options for final spend, excluding VAT and annual running costs, ranging from £275k to £2.2 million</li> <li>• Acceptable levels of increase based on information in consultation held 2016</li> </ul> Cllr Payne to work with Clerk and RFO to bring forward recommendation to FLA 9 <sup>th</sup> January 2017 for review	DWP/Clerk/RFO
044.5	<u>To Agree pension provision for new employees</u> Deferred as no discussion yet held with prospective providers. Cllr Ing reported on LGPS meeting attended	Next meeting
044.6	<u>To Agree arrangements for Budget Consultation questionnaire 2017-18</u> via Parish Council Website. <b>Agreed</b> data collected last year still relevant. No further consultation to be published at this time	
044.7	<u>To note</u> issues outstanding from annual timetable. Formulation by Committee of: Medium Term Financial Strategy (Sec 106); Disaster Recovery Plan	
044.8	<u>Committee Structure</u> input from members for feedback into Task & Finish. Paper presented at November reviewed. Input from FLA members provided to Cllr Payne, for discussion at Task & Finish group set up to progress	DWP
	<b>DATE OF NEXT MEETING</b>	
F16/045	Next scheduled meeting <b>Monday 9<sup>th</sup> January 2017</b> Then: 10 <sup>th</sup> April; 10 <sup>th</sup> July; 9 <sup>th</sup> October; 11 <sup>th</sup> December	
F16/046	<b>How to communicate meeting discussions/decision and to request items for next agenda(s):</b> No website article required	
	<b>Meeting Closed: 9:12pm</b> <b>Appendices Attached:</b>  <b>Appendix 1: Action List</b> <b>Appendix 2: Clerks Report</b> <b>Appendix 3: MUGA Business Plan</b>	