

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 7th October 2013, 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), Neil Davies, Cedric Foster, Brian Ing, David Jenkins (ex officio), David Legge Clerk: Angela Young; Lynda Marsh	
F/13/019	TO RECEIVE APOLOGIES FOR ABSENCE None received	
F/13/020	MEMBERS DECLARATIONS OF INTERESTS Cllr Davies Item 13/023.2 Older Persons Co-Ordinator; Community Minibus Treasurer (employer)	
F/13/021	APPROVE MINUTES OF THE MEETING HELD 27 June 2013 All agreed Chairman to sign all minutes as a true record	
F/13/022	MATTERS ARISING – from those meetings 022.1 <u>Action List</u> : provided to all Additional discussion on: 022.2 <u>Item 15.5 Projector</u> Cllr Ing confirmed alternative manufacturer identified 022.3 <u>Item 16.2 Building Purchase Opportunities</u> Cllr Jenkins outlined discussion at County Council and continues to chase for information 022.4 <u>Item 16.5 Electronic Banking</u> Noted Government now minded to make changes to 2 signatories rule	
F/13/023	TO ACCEPT/REVIEW Finance: ½ <u>Yearly Review of Budgets (Appx 1)</u> Cllr Payne took members through each category. Noted: <u>Income:</u> <ul style="list-style-type: none"> Burial Ground income greatly in excess of expected. Worrying given limited space Section 106, even taking out the large Bellway S106 payment, still £12,000 ahead on expected income <u>Expenditure</u> <ul style="list-style-type: none"> Full details shown of all categories, Committee felt need to look in detail at those items in thousands only Noted 7% cut on some budgets 2012-13 precept <u>Environment</u> <ul style="list-style-type: none"> Noted Manor Park lease now fully paid. The £10,000 payment disguises actual spend under this category. Noted need for budgeting to cover work often undertaken by volunteers and for project funding. Noted all tree expenditure and Christmas lights was expected to be spent by end of financial year. Clerk to meet Environment Committee Chairman to look at forecast to end of year <u>Highways</u> <ul style="list-style-type: none"> Expected spend on 30mph speed limit in current financial year noted. Query over need for bus contribution and car park barrier costs going forward <u>Finance, Legal & Admin</u> <ul style="list-style-type: none"> Work had been carried out to identify forecasts and suggested budgets for 2014-15. Agreed to retain S106 heading but a NIL budget due to complexities arising in previous year <u>Planning</u> <ul style="list-style-type: none"> Query over Public Inquiry Consultancy costs. £3700 expected to be carried forward <u>Youth</u> <ul style="list-style-type: none"> Noted invoice not received for youth work as expected, duplicate requested <u>Homefield Park</u> <ul style="list-style-type: none"> Tree works expected to be spent by end of financial year 	

<p>023.2</p> <p>023.3</p> <p>023.4</p> <p>023.5</p> <p>023.6</p> <p>023.7</p>	<p><u>Recreation Ground</u></p> <ul style="list-style-type: none"> Clarified revenue budget underspend returns to general reserves; specified reserves/on-going projects carry through. Cllr Davies confirmed indication were the year would end in positive budgets <p>General discussion on annual published budget of £357,476. Committee agreed reports were not required monthly, to revert to quarterly in line with audit requirements. Report accepted.</p> <p><u>To Review Reserves & Interest</u></p> <p>Responsible Financial Officer reported (Appx 2 Item 1) Accepted. Agreed to separate out revenue and reserves in future to give an overview</p> <p><u>Older Persons Co-Ordinator</u> – to accept agreement to payment to end of financial year (Appx 2 Item 2) Cllr Davies declared an interest and left the room. All agreed to recommend payment of Older Persons Co-Ordinator role to March 2014, up to total for year of £3,000, as budgeted. Request for continued support in 2104-15 noted. Invitation to post holder to attend Full Council in future to present on the role. Noted employment contract with Community Minibus</p> <p><u>To accept External Audit Report</u> Noted unqualified certificate to be copied to all at Full Council</p> <p><u>Internal Audit Report</u> 2012-13 received at September Full Council.</p> <p><u>Review of Effectiveness of Internal Audit and Internal Controls</u> Clerk to send review round for acceptance and report to Full Council</p> <p>Administration:</p> <p><u>Code of Conduct (Appx 3)</u> Agreed to recommend changes to Standing Orders to include non-disclosable pecuniary interests and non-pecuniary interest in line with report and following further input from SCDC Legal Officer. Full Council October 2013</p> <p><u>2020 Council Project</u> Cllr Jenkins reported on his findings and hopes for the future. He outlined specifics:</p> <ul style="list-style-type: none"> Need to run as effectively and efficiently as possible, processes to be reviewed Administration to be kept down Good technical advice to be sought in-house Led by Office staff member, all Office staff to be involved 3 Councillors required, Cllrs Jenkins, Ing and one other Terms of Reference required to avoid any scope for misunderstanding of role <p><u>Risk Assessments Review</u> Carried out, Cllr Jenkins acting as Health & Safety Office temporarily. Noted Information Risk analysing still to be carried out</p>	<p>Oct Full Council</p>
<p>F/13/024</p>	<p>TO DELEGATE matters to Clerk working with Committee Chairman</p> <p>The Coppice Land Registry; Manorial Waste Possessory Title; Conclusion to installation of Barrier at Car Park; Manor Park land boundary issues; Village Green Legislation</p> <p>All agreed items to be delegated to Clerk working with Committee Chairman, to bring to appropriate conclusion or report back to Committee</p>	
<p>F/13/025</p> <p>025.1</p>	<p>TO CONSIDER OTHER MATTERS</p> <p>To set scene for Precept level 2014-15 –produce guidance for Committee Chairs following review of Finance & Admin and Employment Budget forecasts</p> <p>Discussion on:</p> <ul style="list-style-type: none"> Need for a sustainable budget Need to spend S106 in a timely manner Loss of SCDC Parish grant of some £20k for 2014-15 onwards 2% increase in pensions employers contribution and increase identified by Employment Committee in staff costs Requirement for new heading for Kings Meadow Committee 2014-15 Suggested levels for Finance & Admin budgets put forward Affect of CIL on current S106 income and possible changes to levels if Neighbourhood Plan in place PWLB possibility of early payment <p>All leading to pressure on budgets, maybe some £40k without any new projects</p>	

025.2	<p>Agreed to request all Committee Chairs:</p> <ul style="list-style-type: none"> • To supply best possible forecasts of spend to the year end • To formulate a budget for the coming year 2014-15 that can be delivered, within 5% of forecast spend for 2013-14 • To be separated out between revenue and capital spend (capital spend possibly eligible for S106 and reserves) • Project spending can be carried over if reasoning supports <p>Chairs to contact Cllr Payne in case of query. All budgets to Finance, Legal and Admin 16 December/January meeting for recommendation to Full Council where decision lies</p>	
025.3	<p><u>To agree funding for provision of 2013 Christmas Tree at Kings Meadows</u> Agreed to recommend funding Christmas tree and lights up to £500 from budgets or general reserves if budget did not allow. To be ordered from Flora-tech who were donating another tree for the Village Green in Histon</p> <p><u>Other Correspondence</u> None received</p>	
F/13/026	<p>DATE OF NEXT MEETING</p> <p>Next scheduled meeting Monday 16 December 13 January 2014 (Precept setting), 31 March 2014</p>	
F/13/027	<p>Items for next agenda(s):</p> <p>Purchase request for Projector – proposal from Cllr Ing Security of Assets Policies Review (excluding Employment Policies) Review progress with Emergency Procedures Plan Financial Strategy Review Legal representation</p>	
	<p>Meeting Closed: 9.10 p.m.</p>	