

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 12 May 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), Cedric Foster, Brian Ing, David Jenkins, David Legge Clerk: Angela Young Also present: Lynda Marsh	
F/14/001	TO RECEIVE APOLOGIES FOR ABSENCE Cllr Neil Davies (personal)	
F/14/002	MEMBERS DECLARATIONS OF INTERESTS All Councillors have a dispensation for Precept discussion	
F/14/003	APPROVE MINUTES OF THE MEETING HELD 31 March 2014 All agreed Chairman to sign all minutes as a true record	
F/14/004 004.1	MATTERS ARISING – from those meetings <u>Action List:</u> provided to all and accepted (Appx 1) Additional discussion on: <u>Need to budget</u> previous year if expenditure foreseen, even if to be funded by S106 or reserves <u>Item 014.3 Asset Register</u> Top 10 items reviewed, paper produced. Asset Register would not change, in line with Audit Regulations, office to discuss insurance cover with Came & Co <u>Item 015.5 Projector</u> Cllr Ing now investigating Epson projector, to liaise with Clerk to bring forward recommendation for purchase <u>Item 042.2 SCDC Grant non-payment</u> agreed to strike from list <u>Item 049.4 Final Finance Report</u> (part of appendix 1) Adjusted to show VAT correction. Noted	BSI
F/14/005 005.1 005.2 005.3	TO ACCEPT/REVIEW <u>Clerks Report</u> (Appx 2) Accepted. Noted: Report to follow on <u>SLCC Regional Conference</u> . <u>SLCC VAT Course</u> agreed Mrs Marsh to attend at maximum cost of £95 + VAT and travel expenses 10 June 2014. <u>Local Works</u> invitation to support proposal on Business Rates payments. Decision not to proceed. <u>Peters Elsworthy & Moore</u> Noted advice received. Decision not to purchase Tax Enquiry Fee Protection insurance. <u>Village Green Bookings</u> Noted Environment Committee reviewing booking forms. Request that policy be reviewed on usage qualification currently charity, parish council, community group, paying body only e.g. Whyatts Amusements <u>End of Year figures for report to Annual Parish Meeting</u> Agreed single sheet showing receipts, expenditure and bank balances to 31 March. No narrative required, newsletter item would be published <u>Ratification of Final Budgets 2014-15</u> including any budgets to be carried forward. Agreement to present for acceptance at Annual General Meeting 19 May 2014. Noted Committee members had raised issue of requirement for specified reserve fund covering maintenance and development of Manor Park field. If overall spend in 2014-15 fell short of predictions up to £3k would be transferred to a new specified reserves fund at end of March 2015, otherwise new fund to commence 2015-16	Environmnt Committee
F/14/006 006.1 006.2	OTHER MATTERS <u>Investments</u> Scottish Widows fund held £209,799. £100k transfer from current account imminent following receipt of first half of SCDC precept. Agreed Investments strategy now needed. CCLA (Local Authority Public Sector cash Management) to be approached for advice on their services. Cllr Payne and Clerk to report back to next FLA meeting. Specific advice required on investment vehicles available to Parish Councils. Cllr Ing to provided information on possible investment with M&G <u>Internal Audit Report</u> Internal Auditor Gerry Whitfield attended 12 May. Final visit due	DWP BSI

006.3	week commencing 19 May. Verbal report no issues of concern to date. Members provided with Balance Sheet, Income & Expenditure and explanation of vacancies to be presented to Full Council June 2014 meeting <u>Domain Names</u> histon.net and impington.net. Agreed to renew at cost of £10.99 + VAT each. Cllr Payne to progress negotiating two year renewal if possible. Status of "H & I Courier" domain to be checked	DWP DWP FLA June Agenda Next agenda
006.4	<u>Delegation Issues</u> Clerk working with Committee Chair to ensure ease of progress to completion on agreed projects, between meetings. Any recommendations to form part of Financial Regulations supplied by NALC to take account of electronic banking systems. Finance, Legal and Admin June agenda. Committee Chairs may be interested to attend, although final acceptance of Financial Regulations would go to Full Council	
006.5	<u>Employment Committee</u> to form part of Committee renamed "Policy & Finance Committee". General agreement on principle of reducing committee numbers. Concern expressed that mechanism may be required for a sub-group to meet at short notice for some personnel issues, and the need for specific expertise by Cllrs involved with Employment Matters. Agreed to work up proposals taking all matters into account. Next agenda	
F/14/007	DATE OF NEXT MEETING Next scheduled meeting Monday 30 June 2014	
F/14/008	Items for next agenda(s): 28 April 2014: <ul style="list-style-type: none"> ➤ 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 ➤ New Financial Regulations 	
	Meeting Closed: 8.35 p.m.	