

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 31 March 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), Neil Davies, Cedric Foster, Brian Ing, David Legge Clerk: Angela Young Also: Lynda Marsh	
F/13/045	TO RECEIVE APOLOGIES FOR ABSENCE Cllr David Jenkins (work)	
F/13/046	MEMBERS DECLARATIONS OF INTERESTS All Councillors have a dispensation for Precept discussion	
F/13/047	APPROVE MINUTES OF THE MEETING HELD 13 January 2014 All agreed Chairman to sign all minutes as a true record	
F/13/048	MATTERS ARISING – from those meetings 048.1 <u>Action List</u> : provided to all and accepted (Appx 1) Additional discussion on: 048.2 <u>Asset register</u> Top 10 review in hand, contacting insurers and CAPALC for advice on cover 048.3 <u>Projector Purchase</u> Cllr Ing to progress 048.4 <u>Cash flow/5 year Forecast</u> on hold, Excel on-line training to be undertaken. Forecast in place by end of Summer 048.5 <u>Information Risk Analysis</u> Further work has been carried out. Clerk to report further after Data Protection course 29 July 2014. Noted additional risk required covering database use and any Councillors having details of residents on their private computers (e.g. emails)	BSI
F/13/049	TO ACCEPT/REVIEW 049.1 <u>Clerks Report (Appx 2)</u> Discussion on: <u>County Council Collection Archivist</u> interested in Histon vestry records 1879-94. Consideration to be given to possible deposit, plus Histon Parish Council early minutes <u>CAPALC</u> Clerk to question advice from Auditor on council assets being held at original cost until disposal. 049.2 <u>Internal Audit</u> Session 27 March re-arranged for 3 April 2014 <u>"Journalling off" Report</u> Committee reviewed areas where accounts are journalled off. Following discussion agreed to continue for 2014-15 but review in October 2014. Difficulty in re-work required of previous year for comparison. Notes to accounts to be made for all donations, grants which should also form part of finance report by Clerk at Annual Parish Meeting 049.3 <u>Financial Timetable 2014-15</u> New timetable agreed 049.4 <u>End of year Financial Report (Appx 3)</u> . Accepted. After deduction of VAT refund and S106 income, noted slight overbudget outcome on income and underbudget outcome on expenditure. Final figures not yet available due to invoices not yet received relating to work undertaken. Discussion followed on potential threat of Parish Council capping and importance of percentage increase going forward 049.5 <u>Final Budget 2014-15</u> Draft accepted, showing carry forward items for various tree budgets £9993 and Christmas lights budget £1800. Manor Park sinking fund of £3,000 had been suggested, to be considered 28 April meeting. Concern over seasonal restrictions on tree works outstanding. Clerk to discuss with Environment Committee Chair. Clerk to rationalise list of Specified Reserves funds 049.6 <u>Investments (Appx 4)</u> Committee reviewed current balances. Agreed to introduce policy that no individual holding should be more than 40% of reserves. All agreed to transfer Barclays Bond investment (matures 1 May 2014) into 50% Cambridge & Counties Bank at 1.95% interest and 50% into Cambridge Building Society at 1% interest Agenda 28 April to explore options for re-investment of Scottish Widows fund, currently	Review October 14 Next Committee Next Committee

	attracting 0.4% interest only. Some queries raised on process for early repayment of PWLB loan. Agreed inappropriate when further funding may be required for large project	
F/13/050	OTHER MATTERS	
050.1	<u>To note Audit Process 2014 Papers received from Littlejohn. Statement of accounts to be provided by 30 June 2014</u>	
050.2	<u>To support S106 funding for Recreation Ground perimeter fencing at £27,000 (Appx 5)</u> All agreed to recommend acceptance to Full Council May 2014. Noted additional security benefit as well as improved enjoyment of recreation facility	Full Council May 14
050.3	<u>To consider work required on drainage at High Street Car Park - had been flooding, due to blocked drain grating. Agreed to instruct Site & Maintenance, preferred maintenance contractor, to clean out, jet wash and refit broken gratings or repair and welding work, as quoted favourably at £280 + VAT, £80 over budget 2014-15, vired from other Highways budget</u>	
050.4	<u>Pension Fund Valuation Results</u> Cllr Ing outlined results, Committee noted likely impact on employer's contributions next year	
050.5	<u>Local Audit and Accountability Bill – process for adoption of new Financial Regulations and internal procedures compliant with guidelines to enable relinquishment of “two signature rule” and introduction of electronic payment systems</u> Clerks report accepted (Appx 2) <ol style="list-style-type: none"> Office moves towards increased electronic methods of payment, commencing with staff remuneration and associated National Insurance, pension and Tax payments Finance Chairman and Clerk tasked to prepare suitable replacement Financial Regulations for Histon & Impington Parish Council to adopt at next available opportunity. To include the fundamental principal that more than one person should be involved in any payment, whether that is before, at or after the point at which payment is made Finance Legal & Administration Committee review progress at meeting in June 2014 Agreed. Noted preference for second (cross checking) person to be Finance Chairman. Some real changes to model Financial Regulation noted including for example need for 3 year forecast, pin and password security measures. Matters of consideration: <ul style="list-style-type: none"> Possible outsource of payroll Limit category of type of payment/amount made electronically Online dual authenticity payment systems of Barclays Quickbooks – does the system enable recording of bank accounts details of common creditors? Noted transparency code issues for Parish Councils would be future agenda items for report	DWP June Agenda
F/13/051	DATE OF NEXT MEETING Next scheduled meeting Monday 28 April 2014	
F/13/052	Items for next agenda(s): 28 April 2014: <ul style="list-style-type: none"> ➤ Review and agree end of year figures for report to AGM ➤ Ratification of Budgets ➤ Asset Register Review ➤ Internal Audit report – agree process for report to Full Council Other agendas 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 	
	Meeting Closed: 8.40 p.m.	