

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 8 April 2013, 7.30 p.m, At the Parish Office, New Road, Impington**

Finance, Legal and Administration Committee Minutes

Membership: 5

Quorum: 3

Agenda No:	Present: Cllrs: Max Parish (Chairman), Denis Payne, Brian Ing, David Jenkins Clerk: Angela Young; Lynda Marsh	
F/13/001	Apologies: Cllrs: Neil Davies (personal)	
F/13/002	MEMBERS DECLARATIONS OF INTERESTS None received	
F/13/003	APPROVE MINUTES OF THE MEETING HELD 7 January 2013, reconvened 15 January 2013 All agreed Chairman to sign all minutes as a true record	
F/13/004	MATTERS ARISING – from those meetings <u>1 October 2013:</u> 004.1 <u>Item 031.3 Monthly budget reports</u> – note to be supplied to all Finance Legal & Admin Committee members from end April 004.2 <u>Item 031.4 Investment</u> County and District consulted – no opportunity yet identified – noted Council is not covered by Financial Services Compensation Scheme. Noted 004.3 <u>Item 033.3 HICOP License</u> Now signed 7/15 January 2013: 004.4 <u>Item 040 Precept recommendation</u> Full Council had agreed to request £263,200 from SCDC, split between the band D rates for Histon and Impington. Miscommunication issues had led to resulting Band D payments of £81.87 per annum for Histon Parish and £81.58 for Impington Parish. An Extra Ordinary meeting had been held to confirm these payments and statement published	
F/13/005 005.1	TO ACCEPT ITEMS COVERING FINANCE, LEGAL AND ADMINISTRATION Finance: <u>Ratification of 2013-14 Budgets (Appx 1)</u> . Committee totals yet to be inserted. Agreed Cllr Parish to check totals accord with discussion at final precept meeting, excluding “carried forwards” (for work agreed and ordered), with Budget List then to be published at May AGM <u>Annual Financial Timetable 2013 – 14</u> – draft presented, more work required, next agenda <u>End of year Budgets Report including Reserves report</u> – Quickbooks analysis presented, further work to be carried out. Agreed to present report to Annual Parish Meetings based on simple lists of income and expenditure, with salaries separated out to office and groundstaff. Reserves report noted showing high level of overall reserves. Cllr Ing to work with Clerks to prepare cash flow for the year, next agenda <u>Expenses Policy</u> draft presented, more work required. Cllr Parish to finalise draft for presentation to Full Council for acceptance April 2013. Noted requirement for any application for expenses to be detailed by Councillor concerned with proof of Council related activity <u>Asset Register Review</u> Clerk delegated to complete “Everything I Own” register, and to review top 10 items by value. No costs for valuation expected Legal: Information Commission renewal notice – <u>Data Protection</u> . Noted Administration: <u>Draft Press & Media Policy</u> Options provided. All members to review draft, agenda item next meeting for decision on recommendation to Council	IMP Full Council May AGM Next agenda BSI Next agenda IMP Full Council April Next agenda
F/13/006 006.1	TO CONSIDER OTHER MATTERS Fields In Trust – Completion of legal papers required by 18 May. King & Co quote £140	

006.2	+ VAT, including £40 payable to Land Registry in any case. Cllr Parish to investigate alternatives to complete free of charge, noting King & Co would be asked to act for Council if no alternative found in good timeframe Consent Streets – to consider application to SCDC for additional streets to be designated, noting 6 month process and need for streets to be adopted. Clerk to investigate costs for once-only application to cover all new development now and in future. CAPALC to be asked to look at advertising opportunity for other Councils to share advertising costs. Next agenda	IMP Next agenda
006.3	Land rear of Manor Park - boundary issues had been raised regarding encroachment. List of areas affected to be drawn up, showing each problem and issue individually. Chairman and Clerk delegated to follow up issues identified	IMP
006.4	Training for 2013-14 – information on new Councillor training to be sought. Clerk to investigate details of SLCC Larger Councils Network membership. Speaker at upcoming SLCC Regional Conference, from Kind of Digital Ltd, on “How Do You Communicate with your Community?” to be approached regarding possible presentation to Histon & Impington Parish Council	
006.5	Possible purchase of Tablet for use at Committee Meetings Cllr Ing to prepare report on requirements, with preference indicated for projector or similar	BSI
F/13/007	TO NOTE	
007.1	Came & Co – insurance policy agreement to 2016	
007.2	Copy IT – contract for photocopier received	
007.3	Audit issues – Advice from Audit Commission on preparation of accounts, and Statement of Accounts to be agreed at Council June meeting. Statement to record NIL position for 2011/12 showing all starting balances as income for 2012/13	Full Council June
007.4	BT contract – progress being made to switch to broadband package	Next agenda
007.5	SCDC – advice received on spending of S106 funding received. Next agenda with initial suggestion for S106 spending during 2013/14	
007.6	Email addresses (hisimp.net) Noted Cllr Payne and Clerk to review provision of addresses for all Councillors	
F/13/008	DATE OF NEXT MEETING Monday 3 June 2013. Subsequent meetings in scheduled calendar to be re-arranged to fit in with Committee timetable and quarterly reports	
F/13/009	Items for next agenda: As per Annual Timetable. To include: ➤ Election of Chairman ➤ Finance: Medium Term Financial Strategy up-date; cash flow report; Investments and funding of specialist advice/guidance; S106 spend suggestions ➤ Legal: Coppice Land Registry; Manorial Waste Possessory Title; Car Park Barrier; Village Green Legislation –set timetable for action; Consent Streets ➤ Administration: Draft Media & Press Policy	
	Meeting Closed: 9.25 p.m.	