

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 6

Agenda No:	Present: Cllrs: David Jenkins (Chairman), Andy Butcher, Neil Davies, Ashley Gordon, Brian Ing, Denis Payne Internal Auditor Max Parish (in part) Clerk: Angela Young; RFO: Lynda Marsh	
F18/001	TO RECEIVE APOLOGIES FOR ABSENCE Cllr Edd Stonham (working)	
F18/002	MEMBERS DECLARATIONS OF INTERESTS To receive declarations of pecuniary interest from Councillors on items on the agenda – Cllr Davies declared a non-pecuniary interest (Model Railway – Histon Feast; Cambs Library – spouse employed); Cllr Ing declared a non-pecuniary interest (Model Railway – involvement in funding) To receive written requests for dispensations for disclosable pecuniary interests (if any) – None declared To grant any requests for dispensation as appropriate – None requested	
F18/003	PUBLIC PARTICIPATION No public present	
F18/004 004.1	APPROVE MINUTES OF THE MEETING HELD 8th January 2018 Proposed Cllr Gordon, seconded Cllr Davies all in favour to accept and sign minutes	
F18/005 005.1	MATTERS ARISING – from recent meetings Copied to all (Appx 1) Further discussion on: <u>17/036.1 NNDR</u> Cllr Davies yet to contact SCDC and MP <u>17/036.5 Cottenham Parish Council</u> Cllr Jenkins to contact re partnership working following elections in May. <u>Chief Inspector</u> Cllr Jenkins had discussed policing issues. Invitation to future Parish Council meeting suggested. <u>17/037.3 GDPR</u> Status report due at AGM. <u>17/037.4 School Headteacher re access</u> Cllr Jenkins to discuss update on school provision with Cllr Stonham. Clerk and Cllr Jenkins to then meet Junior School Head to determine status of access through Parish Council's play area. <u>17/053.1 Community Land Trust</u> Cllr Jenkins to follow up contact With agreement of Committee Chairman brought forward item <u>006.3 Internal Audit Report</u> , and suspended standing orders.	NSD JDJ JDJ JDJ
F18/006 006.1	TO RECEIVE, REVIEW AND ACCEPT Clerk's Report (Appx 2) Noted and accepted. Further discussion on: <u>Cambridge City Council</u> had approached the Parish Council for comment on any available contribution towards the running costs of the Meadows Centre. Agreed to formally advise the Parish Council only revenue fund property they own, The City Council also ask the Parish Council whether there would be any objection to an application to install double yellow lines outside the Meadows Centre. Members confirmed the Parish Council would fully support such an application. <u>Interest Rates</u> agreed to leave all funds in current accounts <u>Registered Land and Registration of all Council-owned land</u> All areas under review. Members asked particular attention be given to 12 New Road, Impington. <u>Merrington Place</u> allocation of affordable housing to Histon & Impington residents. Clerk to approach on-line again for clarification. Formal letter if no response. <u>Health & Safety</u> South Road roundabout. RFO confirmed standards met. Existing safety surface has been re-used. <u>Surgery dates</u> New dates to be advertised.	

<p>006.2</p> <p>006.3</p> <p>006.4/5</p> <p>006.6</p> <p>006.7</p> <p>006.8</p>	<p>Clerk raised additional points: <u>New National Payscale</u> now confirmed for 2018 and 2019 <u>London Conference</u> on partnership working. Cllr Payne to attend on behalf of Council <u>A14 Group attended by Parish Council members</u> Agreed to assist with copying of information letters for appropriate addresses. Noted useful feedback would be gained. <u>Insurance</u> RFO up-dated on insurance for Piaggio to cover Grounds Operative. Insurance review due August 2018. Came & Co Brokers to visit for a review and quotes to be provided <u>Hollyoak Vets</u> had ended sponsorship of HISIMP News following new ownership <u>End of Year Finance Report (Appx 3)</u> Agreed to provide absolute values in future. RFO to meet Finance Chair to look at effect of Specified Reserves spend on reporting. No concerns noted. Estimated end of year general reserves £278,824 (unaudited) <u>Internal Auditor's Report</u> Max Parish, Independent Internal Auditor, provided a background report to Committee and end of year Internal Audit Report (Appx 4). Mr Parish took members through the reports and confirmed there were no areas of concern to report to the External Auditor. Standing orders re-instated. Mr Parish left the meeting. Chairman returned to agenda order. <u>Financial Regulations and Standing Orders</u> Noting new model standing orders received in April 2018, agreed to recommend no changes to either at AGM, standing orders for review against new model during 2018-19, unless comparison work can be completed by 21 May <u>Records Management Policy (Appx 5)</u> Replacement policy drafted in line with GDPR audit work carried out by Deputy Clerk. Agreed to implement policy once further review complete with a member Councillor <u>Risk Assessment Review</u> – Carried out by Clerk April 2018, countersigned by RFO. For review April 2019. File available on request <u>Strategic Partnership List</u> Agreed 2 main partnerships for FLA Committee are SCDC and NALC. Key people: Cllr Payne to maintain contact at NALC; any Dist Cllrs on the Parish Council to maintain contact with SCDC</p>	<p>DWP</p>
<p>F18/007</p> <p>007.1</p> <p>007.2</p> <p>007.3</p> <p>007.4</p> <p>007.5</p> <p>007.6</p>	<p>OTHER MATTERS</p> <p><u>General Data Protection Regulations (GDPR)</u> Status report due at Annual General Meeting. Decision on appointment of Data Protection Officer due. <u>3 Year Forecast</u> <u>Medium Term Financial Strategy</u> <u>Capital Budgeting Process</u> All 3 items taken together. Cllr Jenkins provided a discussion paper (Appx 6). Points raised during discussion:</p> <ul style="list-style-type: none"> • Concern over future constraints on plans • Queries over impact of change in interest rates • Limits on PWLB lending; any additional commercial rate may not be fixed. Decision on whether to state PWLB only lending source • Alternative ways of managing options e.g. Community Interest Companies • Desire that any strategies provide “solutions” <p>Proposed Cllr Payne, sec Cllr Ing and AGREED Cllrs Jenkins, Gordon and Ing meet to take ideas forward and report back to next Finance Legal & Admin Committee meeting. Work required on section “How we Borrow Money”, other sections accepted. <u>Response Standards – including</u></p> <ul style="list-style-type: none"> • Telephone messages • Emails • Website comments • Letters/orders agreed at Committee • Social media <p>AGREED to organise a workshop during May 2018. Cllr Davies urged that flexibility be given in order to avoid increase in unnecessary bureaucracy. <u>Recommendation that all Committee Chairs automatically become members of FLA</u> No action required</p>	<p>A.G.M.</p> <p>JDJ/AG/BSI</p>

007.7	<u>To agree any response to Consultation on Standards in Public Life – review of local government ethical standards – responses by 18 May. Agreed no response</u>	Chair/RFO
007.8	<u>To agree appointment of Internal Auditor 18-19</u> Max Parish had shown willingness to act as Independent Internal Auditor at same cost as previous year, £150 per day. Prop Cllr Davies, sec Cllr Gordon all in favour and AGREED . Chairman of Finance Committee and RFO to meet in due course to agree schedule	
007.9	<u>External Audit arrangements</u> PKF Littlejohn will be Auditors for 2018-19 until 2021-22 inclusive. Annual Return now known as AGAR (Annual Governance and Accountability Return) and will now be provided electronically. June Full Council agenda.	June agenda Full Council
007.10	<u>To consider taking responsibility for “Playing Out” events locally</u> Organisers had requested insurance cover for events 2018. Came & Co confirm agreement with certain conditions. Prop Cllr Ing, sec Cllr Payne, 4 in favour, 1 against and 1 abstention to agree to cover provided road closures in place and risk assessments carried out and lodged with Parish Council	JPT
007.11	<u>To agree funding up to £50 for Feast Flower Festival.</u> All AGREED to authorise expenditure of up to £50 for participation in the Flower Festival. Cllr Teague to arrange	
007.12	<u>To agree funding for Summer Reading Challenge 2018.</u> Cllr Davies declared non-pecuniary interest, spouse employed by Cambs County Library service. Prop Cllr Payne, sec Cllr Ing, all in favour and AGREED that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 , should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure “to donate £200 to Summer Reading Challenge”	
007.13	<u>To agree that the Model Railway Group take over ownership of the Histon Station Model Layout.</u> Cllrs Davies and Ing declared non-pecuniary interests – member of Histon Feast Committee and Railway purchase contributor. The Model Railway Group is being formalised by Constitution and a request received that the model layout be in their guardianship. Parish Council had contributed to cost. All AGREED to note and support transfer, noting that if the Railway Group were to disband, ownership reverts to the Feast Committee.	
F18/008	DATE OF NEXT MEETING Next scheduled meeting: Monday 4 June 2018 . Dates for 2018-19 to be confirmed at AGM	
F18/009	How to communicate meeting discussions/decision and to request items for next agenda(s): No website article Next Agenda/ s: <ul style="list-style-type: none"> • Election of Chairman and Deputy Chair • Terms of Reference • Annual Timetable 2018 – 19 • “Operation London Bridge” • Disaster Recovery Plan • Information Risk Assessment 	
	Meeting Closed: 9.05 pm	