

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2 (currently 7 + 2)

Quorum: 3

Appendices: 2

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Andy Butcher, Neil Davies, Elaine Farrell, Ashley Gordon, Brian Ing, David Jenkins, Edd Stonham Clerk: Angela Young; RFO: Lynda Marsh	
F18/010	<p>TO ELECT COMMITTEE CHAIR FOR 2018-19</p> <p>Proposed Cllr Farrell, seconded Cllr Gordon to elect David Jenkins</p> <p>Cllr Ing chose to qualify reasons for proposing an alternative based around the perceived need for a different approach on enabling forecasting and financial planning. Proposed Cllr Ing, seconded Cllr Davies to elect Denis Payne. Cllr Jenkins withdrew candidacy. All AGREED Cllr Denis Payne elected as Chair</p> <p>TO ELECT COMMITTEE DEPUTY CHAIR FOR 2018-19</p> <p>Proposed Cllr Farrell to elect David Jenkins</p> <p>Proposed Cllr Davies to elect Edd Stonham. Cllr Jenkins did not stand. Seconded Cllr Gordon, all AGREED to elect Cllr Edd Stonham as Deputy Chair</p>	
F18/010 (2)	<p>TO RECEIVE APOLOGIES FOR ABSENCE</p> <p>Cllr Geoff Moore (personal)</p>	
F18/011	<p>TO REVIEW AND ACCEPT TERMS OF REFERENCE</p> <p>Cllr Jenkins had prepared draft replacement terms. Clerk to circulate, next agenda</p>	Next agenda
F18/012	<p>MEMBERS DECLARATIONS OF INTERESTS</p> <p>To receive declarations of pecuniary interest from Councillors on items on the agenda – None</p> <p>To receive written requests for dispensations for disclosable pecuniary interests (if any) – None declared</p> <p>To grant any requests for dispensation as appropriate – None requested</p>	
F18/013	<p>PUBLIC PARTICIPATION</p> <p>No public present</p>	
F18/014 014.1	<p>APPROVE MINUTES OF THE MEETING HELD 23rd April 2018</p> <p>Proposed Cllr Ing, seconded Cllr Jenkins, all in favour to accept and sign minutes</p>	
F18/015 015.1	<p>MATTERS ARISING – from recent meetings</p> <p>Copied to all (Appx 1) Further discussion on: <u>March 2015: Security of Assets</u> Cllr Payne to attend office to assist with registration issues <u>April 2017: Public Toilets discretionary rates</u> Agreed to remove from list <u>June 2017: SLA HICOM</u> For review at Health & Wellbeing Working Party, date to be confirmed <u>18/005.1 NNDR</u> Agreed to remove from list. RFO to supply Chair with correspondence with NALC <u>18/005.1 Cottenham Parish Council</u> Cllr Butcher to talk with Cllr Morris (Cottenham) <u>18/005.1 Junior School Meeting</u> Cllrs Jenkins and Payne to meet with Junior School Head 11 June <u>18/007.4 Capital Budgeting Process</u> Cllrs Jenkins, Gordon and Ing yet to meet. Cllr Jenkins to meet RFO 5 June. Written report to be provided for next agenda <u>18/007.5 Response Standards Workshop</u> All Councillors to be invited to June/July workshop, date to be confirmed <u>18/007.8 Internal Auditor</u> Chair and RFO to meet to agree scope</p>	<p>DWP</p> <p>H&WB</p> <p>RFO</p> <p>ALB DWP/JDJ</p> <p>JDJ/AG/BSI</p> <p>DWP/RFO</p>

F18/016 016.1	TO RECEIVE, REVIEW AND ACCEPT Clerk's Report (Appx 2) Noted and accepted. Further discussion on: <u>Audit Inspection period</u> commences 4 June. Advertised on notice boards and website <u>CCLA Property Fund</u> Agreed could not consider until forecast spend plans clearer. Clerk to circulate information <u>Website Management</u> Cllr Payne to draw up discussion paper with Deputy Clerk	DWP
F18/017 017.1 017.2	OTHER MATTERS <u>Annual Timetable 2018 – 19</u> accepted <u>3 Year Forecast / Medium Term Financial Strategy / Capital Budgeting Process</u> Next agenda.	Next agenda
F18/018	DATE OF NEXT MEETING Next scheduled meeting: Monday 23 July 2018 . Then 22 October; 3 December 2018; 14 January; 8 April 2019 Workshop June/July 2018	
F18/019	How to communicate meeting discussions/decision and to request items for next agenda(s): No website article Next Agenda: <ul style="list-style-type: none"> • Terms of Reference • “Operation London Bridge” • Disaster Recovery Plan – Cllr Ing • Information Risk Assessment – Cllr Ing • Communications Protocol – Cllr Payne • Insurance Review - RFO 	
	Meeting Closed: 8.25pm	