

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2 (currently 7 + 2)

Quorum: 3

Appendices: 6

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Andy Butcher, Elaine Farrell, Ashley Gordon (in part), Brian Ing, David Jenkins, Geoff Moore, Edd Stonham Clerk: Angela Young; RFO: Lynda Marsh Also: Cllr Oliver Sellen	
F18/020	TO RECEIVE APOLOGIES FOR ABSENCE Cllr Neil Davies (personal)	
F18/021	TO REVIEW AND ACCEPT TERMS OF REFERENCE Committee reviewed suggested new style Terms of Reference provided by Cllr Jenkins, using a strategic approach. AGREED to adopt revised version (Appx 1) stating increased membership to 7+2 for final review, amendment and acceptance next agenda. All other Committees will be asked to look at the same strategic format, to encourage the 3 year plan thought process	Next agenda
F18/022	MEMBERS DECLARATIONS OF INTERESTS To receive declarations of pecuniary interest from Councillors on items on the agenda – None To receive written requests for dispensations for disclosable pecuniary interests (if any) – None declared To grant any requests for dispensation as appropriate – None requested	
F18/023	PUBLIC PARTICIPATION No public present. Cllr Sellen was invited to participate in the discussions	
F18/024	APPROVE MINUTES OF THE MEETING HELD 4 June 2018 Proposed Cllr Butcher seconded Cllr Gordon, all in favour and AGREED to accept and sign minutes	
F18/025 025.1	MATTERS ARISING – from recent meetings Copied to all (Appx 2). Further discussion on: <u>Cottenham Parish Council</u> Cllr Butcher yet to contact Cottenham Parish Council to discuss shared service options and mutual challenges. Suggestion that he also contact Orchard Park Community Council <u>Security of Assets</u> Cllr Ing asked that boundary accuracy be checked by the Committee on leases and deeds, on a meeting rota basis	ALB
F18/026 026.1	TO RECEIVE, REVIEW AND ACCEPT Clerk's Report (Appx 3) Noted and accepted. Further discussion on: <u>Community Park Project</u> AGREED to rename budget "Community Park Project" from "Milton Road Professional Services", noting this would likely be used for professional or specialist advice during 18-19. Full and varied discussion on the project highlighting: <ul style="list-style-type: none"> • Cllr Ing outlined process for 3G funding, including mandatory advice from Football Foundation specialist advisor, at up to £500 in August. Any 3G inclusion would be treated as a separate project • The need to produce proof that project would be a good investment for the community, and to what level • Public Work Loans Board and other funding sources. PWLB now lay special importance on evidence of need for funding • Recent local polls had not supported high spend on sport • Concern over move from open space to revenue stream planning • Case Officer now appointed at SCDC for pre-application advice Agreed that a 3G pitch project represents an opportunity for the community. It was agreed to go forward and fund the proposed relatively low cost specialist advice in order	

026.2 026.3	<p>that the project team is better informed of the considerations in such a project, recognising that this was in advance of a proper investigation of the business case by the project team, and of having stakeholder and community feedback on either the support for such facility or agreement that this was the best location.</p> <p>All in favour and AGREED to fund necessary specialist advice services, noting imminent £500 spend.</p> <p><u>Health & Wellbeing</u> all in favour and AGREED to pump prime plans to organise two self-help groups for diabetes by up to £100. Noted this could come in form of free rental of community room</p> <p><u>Quarterly Review of Budgets (Appx 4)</u> No concerns raised by RFO. Accepted</p> <p><u>Insurance Review (Appx 5)</u> RFO had met Broker and identified suitable cover from 3 new providers. All in favour and AGREED to accept recommendation to take out 3 year long term agreement with Inspire. Comment made over £500k legal expenses cover, accepted as sufficient following some debate</p>	
F18/027 027.1 027.2 027.3 027.4 027.5 027.6 027.7 027.8	<p>OTHER MATTERS</p> <p><u>3 Year Forecast / Medium Term Financial Strategy / Capital Budgeting Process</u> Cllr Jenkins provided updated print outs of discussion prompts (23 April 2018) (Appx 6). Noted in discussion:</p> <ul style="list-style-type: none"> - Benefits of a new “Assets and Infrastructure” Committee - Community Consultation needs prior to significant project spend - Borrowing level limits - New guidance on local government investment requiring an investment strategy - Public Interest Company details <p>Cllrs Stonham, Ing and Gordon to work on bringing forward a final draft (with input by Cllr Jenkins), bring to next agenda, then Full Council Cllr Gordon left the meeting</p> <p><u>“Operation London Bridge”</u> a plan code to prepare for the death of senior Royals. AGREED Parish Council should prepare a basic website article, to go live when any news announcement made, and a one pager basic principles paper documenting light-touch approach e.g. cancellation of planned meetings</p> <p><u>Emergency Plan</u> Review of work carried out to date by Cllrs Ing, Farrell and Clerk. Noted work being carried out by Police. AGREED a lighter touch approach required. Cllrs Ing and Moore to draft a paper. Cllr Farrell suggested a Whatsapp group could be beneficial. Next agenda</p> <p><u>Disaster Recovery Plan</u> Cllr Ing reported on work to date. Workshop suggested, Cllr Stonham to look at organising</p> <p><u>Information Risk Assessment</u> Cllr Ing reported on work to date</p> <p><u>Bylaws</u> Cllr Gordon had agreed to investigate following request from resident to tighten up Bylaws, particularly at The Green. Next agenda</p> <p><u>GDPR</u> Recommendations awaited from NALC surrounding GDPR issues and privacy policies</p> <p><u>Future Employment Structure</u> relative to Council ambition. Noting Employment Committee to start looking at this issue 26 July, members looked at input from their perspective. Issues raised:</p> <ul style="list-style-type: none"> - Environment, Highways, Recreation Committees had made input to their Aims and Ambitions schedules but no “vision” produced to date - Definition of an “ambitious Council” - Feedback required from residents on what they want the Council to do. Possibility of feeding into the forthcoming Community Park Project consultation survey - Roles in any restructure would need to be defined. Likelihood of retirement by at least one staff member in near future, and decisions to be made by that time <p>Report 20 June 2018 to be re-issued and circulated by Cllr Jenkins. AGREED to organise an Aims & Ambitions meeting for all Councillors and identify a facilitator from personal contacts</p>	<p>EWS/BSI/AG/ JDJ Next agenda</p> <p>BSI/GM Next agenda</p> <p>EWS</p> <p>AG Next agenda</p> <p>JDJ</p>
F18/028	<p>DATE OF NEXT MEETING</p> <p>Next scheduled meeting: Monday 22 October; then 3 December 2018; 14 January; 8 April 2019</p>	

F18/029	<p>How to communicate meeting discussions/decision and to request items for next agenda(s): No website article</p> <p>Next Agenda:</p> <ul style="list-style-type: none"> • Terms of Reference • 3 Year Forecast • Disaster Recovery Plan – Cllr Ing • Emergency Plan • Bylaws 	
	<p>Appendices:</p> <ol style="list-style-type: none"> 1 Revised Terms of Reference 2 Matters Arising List 3 Clerk’s Report 4 Quarterly review of budgets 5 Insurance Review report 6 Financial Strategy report <p>Meeting Closed: 9.26pm</p>	