Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee Monday 22nd October 7.30pm, at the Parish Office, New Road, Impington

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2 (currently 7 + 2) Quorum: 3 Appendices: 5

Agenda No:	Present: Clirs: Denis Payne (Chairman), Neil Davies, Ashley Gordon, Brian Ing, David Jenkins Clerk: Angela Young; RFO: Lynda Marsh Also: Max Parish, Internal Auditor	
F18/030	TO RECEIVE APOLOGIES FOR ABSENCE	
	Cllrs: Andy Butcher (personal), Elaine Farrell (personal), Geoff Moore (personal), Edd Stonham (personal)	
F18/031	TO REVIEW AND ACCEPT TERMS OF REFERENCE	
	Re-presented for all in Clerks Report (Appx 2). All agreed to adopt new format	
F18/032	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	
F18/033	PUBLIC PARTICIPATION	
	No public present.	
F18/034	APPROVE MINUTES OF THE MEETING HELD 23 July 2018	
	All in favour and AGREED to accept and sign minutes	
F18/035	MATTERS ARISING – from recent meetings	
035.1	Copied to all (Appx 1). Further discussion on: March 2015 Items to be moved to October 2018 April 2018 Cllrs Payne and RFO to meet Internal Auditor to draw up scope for 2018-19 6 November July 2018 Operation London Bridge Flagpole and flag purchased. Draft website article shared. Cllr Ing and Clerk delegated to implement when required Bylaws Cllr Gordon reported work on Bylaws was taking longer than anticipated	DWP/RFO/IA
F18/036	TO RECEIVE, REVIEW AND ACCEPT	
036.1	Clerk's Report (Appx 2) Noted and accepted. Further discussion on: CCLA Full discussion on property fund investment opportunities. Committee felt the time was not right for the Parish Council to invest in higher risk options. Agreed to remove from agenda Cambridge & Counties Annual rate reverting to 1.75% from February, currently 2% Charles Arnold Baker (Local Council Administration) Clerk to purchase up-to-date edition at best price found CCTV disclosure of operation (part of Freedom Act 2012). Advice received and Police to be advised when appropriate Half Yearly Review of Budgets (Appx 3) RFO reported, highlighting: Burial Ground income increase on previous years	
	 Tree orders imminent Planned use of reserves on a second water fountain at Recreation Ground if successful Members asked for report on capital budgets performance against spend at next meeting and quarterly thereafter. Members were reminded they were responsible for council spend overall and to question figures when received if concerned 	



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036.3	Effectiveness of Independent Internal Audit (see Clerks Report Appx 2). All agreed	
036.4	to accept review for 2018 Risk Management Plan (Appx 4) All agreed to accept review with addition to liability	
036.5	risk control "Friends of The Rec and other key users" External Audit Report Standing Orders suspended for Internal Auditor to report to Committee. Mr Parish advised that External Auditors had additional requirements during year 2017-18 and requested sight of correspondence from External Auditor in future. Committee will also be advised in the event of new information from the External Auditor being received in future. RFO report on External Audit Report (Appx 5). Issue regarding unpaid direct debits at year end listed as a qualification, raised as incorrectly included as reconciling item in the bank reconciliation. Amendments to be corrected in the prior year comparatives when completing next year's AGAR. One item drawn to attention of Council, although not affecting External Auditors opinion. Assertion 4 of the Annual Governance statement for 2018/19 must be answered 'no' and proper provision for exercise of public rights during 2019/20 be made Internal Auditor Max Parish pointed out the importance of his role in relation to the depth of work undertaken by PKF Littlejohn. Standing Orders re-instated	
F18/037	OTHER MATTERS	
037.1	<u>Terms of Reference for all other Committees</u> Finance, Legal & Admin had previously recommended strategic format for revised Terms of Reference. Cllr Jenkins agreed to help draw up appropriately for all Committees to consider	JDJ
037.2 037.3	3 Year Forecast/Medium Term Financial Strategy/Capital Budgeting Process No updating report yet available, Cllr Gordon to help Cllr Payne with process	DWP/AG
037.4	<u>CAPALC GDPR Membership Scheme</u> All agreed to join scheme at £75 per annum <u>Emergency Plan</u> SCDC had requested all Parish Councils to supply an Emergency Plan by 31 January 2019 and provided a template. Cllr Moore and Clerk to work on a simple plan, to be added to for appropriately over time	GM
037.5	<u>Disaster Recovery Plan</u> Noting IT recovery arrangements and Burial Ground records arrangements, agreed disaster recovery plan not currently essential. Remove from agenda. Agreed to carry out retrieval test on IT storage disk	
037.6	Aims & Ambitions Workshop Cllr Farrell was organising a meeting with a local provider to discuss workshop. Cambs ACRE provide and run strategy days for Councils, and as one option. Cllrs Payne and Farrell to progress	EF/DWP
F18/038	DATE OF NEXT MEETING	
	Next scheduled meeting: Monday 3 December 2018; then 14 January; 8 April 2019	
F18/039	How to communicate meeting discussions/decision and to request items for next agenda(s):	
	Website: Agreed to report half yearly income and expenditure had been reviewed and Committee were satisfied the Council was operating within budget	
	Next Agenda:	
	Recommendation for precept	
	Appendices:	
	1 Matters Arising List	
	2 Clerk's Report	
	3 Half Yearly Review of Budget	
	4 Risk Management Plan	
	5 RFO Report – External Audit	
	Meeting Closed: 8.30pm	

