

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2 (currently 7 + 2)

Quorum: 3

Appendices: 2

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Neil Davies, Ashley Gordon, Brian Ing, David Jenkins, Geoff Moore Clerk: Angela Young; RFO: Lynda Marsh	
F18/040	TO RECEIVE APOLOGIES FOR ABSENCE None Cllr Stonham was absent	
F18/041	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	
F18/042	PUBLIC PARTICIPATION No public present.	
F18/043	APPROVE MINUTES OF THE MEETING HELD 22nd October 2018 All in favour and AGREED to accept and sign minutes	
F18/044 044.1	MATTERS ARISING – from recent meetings Copied to all (Appx 1). Further discussion on: <u>Service Level Agreement HICOM Health & Wellbeing</u> working party to consider at next meeting. Agreed to contact Chair of HICOM, Dom Kelly, to enquire about format for wellbeing week in 2019 and whether this was to be independent of the Parish Council <u>Cottenham Parish Council Cllr Butcher</u> to attend next Chair and Clerks meeting and ask for partnership working as an agenda item <u>Website Management</u> emerging 'Standards' paper covered website management <u>Bylaws</u> Cllr Gordon noted target date March 2019 <u>Item 037.2 3 Year Forecast/Medium Term Financial Strategy/Capital Budget</u> Cllrs Payne and Gordon noted need to meet in January 2019 <u>Item 037.4 Emergency Plan</u> Draft to be presented to January Full Council. Cllr Moore to discuss role of County Council Emergency Planner with Cllr Payne <u>Item 037.6 Aims & Ambitions</u> workshop likely to be February 2019, Nick Wood to facilitate	AB
F18/045 045.1	TO RECEIVE, REVIEW AND ACCEPT Clerk's Report (Appx 2) Noted and accepted. Further discussion on: <u>Bikeability Scheme for Schools</u> Cllr Jenkins declared a pecuniary interest as Cty Cllr and took no part. All agreed to respond to County Council with agreement in principle to help fund for Histon and Impington if funding not forthcoming from Government next year <u>Internal Audit</u> had been cut to 3 days for 2018-19 <u>Neighbourhood Plan Work</u> Noted SCDC contribution of £1k, Indications from chosen supplier Edward Cousins were that 4 days work at £350 per day would be required. All agreed additional £400 payment from reserves, if required. Work had started <u>BT Kiosk, Station Road, Impington</u> Environment Committee had indicated wish to purchase (newer style) kiosk for £1, currently in use as Community Micro Library. Noting legal agreement contents, including health and safety items 5.2, 5.3 and signage item 5.6.2, all agreed to proceed and for Clerk to sign agreement. Committee members acknowledged that legal advice was not considered necessary for this agreement	
045.2	Annual Section 106 Report (Part of Appx 2) copied to all and accepted. Additional information on time limits for spend to be circulated and included in future annual reports	

045.3	<p>Capital Budget Performance against Spend quarterly report (Part of Appx 2), as required by Committee copied to all and accepted. RFO to split into areas of:</p> <ul style="list-style-type: none"> a) Specified Reserves b) Sinking Funds c) Committed Spend <p>in Future Queries on:</p> <ul style="list-style-type: none"> • Land fund £32,638 – history to be provided to members by email • Crossing Keepers Hut electricity – may be possible to use S106. <p>Chair offered to go through figures with new members outside meeting</p>	
<p>F18/046</p> <p>046.1</p> <p>046.2</p> <p>046.3</p>	<p>TO CONSIDER CAPITAL BID REQUESTS</p> <p>To agree finance for £10,000 Capital Bid request from Highways Committee for Local Highways Initiative application 2019-20 (if successful). Pedestrian Support Package Phase 2 – paper presented to Highways Committee. Cllr Butcher outlined wish to complete project. £10k had already been committed to Phase 2, another £10k would be required. This bid would be made during 2018-19 but payment not due until future year, if successful. All agreed, funding for consideration at Precept setting as to relevant budget</p> <p>To agree finance for £9,300 Capital Bid request for Council Compound Security £9,300 – paper presented to Recreation Committee 26 November. Cllrs Ing and Davies outlined discussion at Recreation Committee, following points raised on:</p> <ul style="list-style-type: none"> • Security of valuable assets • Working conditions • Additional equipment in Compound • Requirement of groundstaff to keep the area tidy and fit for purpose e.g. use of racking; disposal of obsolete equipment/materials <p>All agreed funding noting the relatively low percentage of asset value over a 10 year depreciation period. Deputy Clerk to be requested to manage project and to ensure good housekeeping values be understood and all relevant Risk Assessments be put in place and undertaken for the compound area</p> <p>To agree finance estimated at £2000 for Kings Meadow – double yellow lines outside Meadows Community Centre. Need for the lines in terms of safety outlined. Following repeated stalling by higher authorities in terms of funding, all agreed to fund double yellow lines up to £2000 cost from Kings Meadow budget 2018-19. City Council to be advised, Cty Cllr Jenkins to advise County Council to proceed with work required</p>	
<p>F18/047</p> <p>047.1</p> <p>047.2</p>	<p>OTHER MATTERS</p> <p>SCDC Legal Issue Former Railway Keeper's Cottage land, Park Lane deferred from November Full Council, outlined in Clerks Report (Appx 2). Dist Cllr Heylings had requested input from Parish Council on possible future of land covered by a covenant for the land to be used only for agriculture and horticulture purposes. Members agreed to make no comment but asked to be kept updated with any developments</p> <p>Committee Budget Request RFO and Clerk shared information received to date and scenarios for setting final precept request. Cllrs Ing and Payne to meet office staff to review figures before next meeting 14 January 2019. Members discussed the need to deliver on projects in 2019-20 if the decision taken to make a larger than 2% increase on Parish Council element of Council tax. Noted payroll figures based on no change to current staff membership</p>	
F18/048	<p>DATE OF NEXT MEETING</p> <p>Next scheduled meeting: Monday 14 January; then 8 April 2019</p>	

F18/049	<p>How to communicate meeting discussions/decision and to request items for next agenda(s):</p> <p><u>Website:</u> BT Phone Box; Capital Bid Request Highways Pedestrian Support Package</p> <p><u>Next agenda:</u> Precept recommendation 2019-20</p>	
	<p>Appendices:</p> <p>1 Matters Arising List</p> <p>2 Clerk's Report</p> <p>Meeting Closed: 8.45pm</p>	