

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2 (currently 7 + 2)

Quorum: 3

Appendices:

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Neil Davies, Ashley Gordon, Brian Ing, David Jenkins, Geoff Moore Clerk: Angela Young; RFO: Lynda Marsh	
F18/050	TO RECEIVE APOLOGIES FOR ABSENCE Cllrs Stonham (personal) Butcher (personal) Farrell (personal)	
F18/051	MEMBERS DECLARATIONS OF INTERESTS To receive declarations of pecuniary interest from Councillors on items on the agenda – Cllr Davies HICOM Trustee, Histon & Impington Feast Committee Treasurer – personal interests To receive written requests for dispensations for disclosable pecuniary interests (if any) – None declared To grant any requests for dispensation as appropriate – None requested	
F18/052	PUBLIC PARTICIPATION No public present.	
F18/053	APPROVE MINUTES OF THE MEETING HELD 3rd December 2018 All in favour and AGREED to accept and sign minutes	
F18/054 054.1	MATTERS ARISING – from recent meetings Copied to all (Appx 1). Further discussion on: <u>18/037.4 Emergency Plan Draft</u> to be presented at Full Council January 2019 <u>18/037.6 Vision & Mission session</u> due 31 January <u>18/044.1 Local Chair and Clerks Meeting</u> Not yet arranged. Cllr Butcher to attend and raise partnership working issues <u>18/045.1 Neighbourhood Plan</u> Cllr Jenkins to update Full Council on budget spend <u>18/045.1 BT Kiosk</u> adopted kiosk was in Station Road, Histon – not Impington	AB JDJ
F18/055 055.1	TO CONSIDER ADOPTION OF POLICIES Proposals from Cllr Payne in 4 parts – (Appx 2) 1. Approvals, repayments a) Approval for any loan application must be by full Council, after review by FLA b) Repayment will be on a maximum term of 25 years, and will be on the EIP basis and fixed interest rate. 2. Total cost of borrowings We will limit the total cost of all borrowings (interest and capital repayments) to no more than 20% of precept in the year in which the loan is taken out. 3. Use of reserves If a project has nominated reserves, then no contribution can be made from other (including unallocated/general) reserves. 4. Public consultation If the total costs of a project will increase the precept by more than 10% per year, then it must be subject to clear public consultation (across the whole community) and receive the support of more than 60% of the vote.	

	<p>Following full discussion and issues raised including:</p> <ul style="list-style-type: none"> • Usefulness of guideline principles and differences between that and policies • Constraint scenarios and judgements that may be necessary for unforeseen costs or exceptional circumstances • EIP and annuity issues <p>Agreed to accept policies as presented, to bear in mind with any discussions from this time, but to note 1b) needs to be looked at in more detail, and whilst accepting the spirit of 3, look at finer detail of the wording. Clerk delegated to work with proposer, Cllr Payne, to bring back suggested changes to next meeting</p>	DWP
F18/056 056.1	<p>TO CONSIDER CAPITAL BID REQUESTS</p> <p><u>To agree finance for £3,860 Capital Bid request for upgrade of CCTV System at the Recreation Ground (Appx 3)</u></p> <p>All agreed to detailed upgrade of all cameras. Advice would be sought from Police Architectural Liaison officer prior to final order of work. To be funded from general reserves</p>	
F18/057 057.1	<p>TO SET RECOMMENDED PRECEPT REQUEST 2019-20 FOR FULL COUNCIL DUE JANUARY 2019</p> <p>Papers provided to all, including quarterly budget report (Appx 4)</p> <p>Cllr Payne spoke to the report, highlighting:</p> <ul style="list-style-type: none"> • Format of report to be used in future years • Figures showed an estimated percentage employment cost to each area; and specified reserve requests for each Committee • Salary budgets include an office apprentice and presumption of no change to existing workforce • Scenarios covering between 3% and 15% increase in precept request to SCDC <p><u>Recommendation in paper:</u></p> <ul style="list-style-type: none"> • We accept the committee budgets totalling £483,048 and estimated income £53,345 • Specified reserve requests of £60,000 (Environment £24,500; Highways £20,000; Recreation £15,500) be allocated to existing “Community Space and Public Open Space Reserve of £51,614, to be renamed “Maintenance Fund”. This fund to be added to each year appropriately to smooth out spending <p>Discussion followed on:</p> <ul style="list-style-type: none"> • Difficulties for Environment Committee in accurately forecasting seasonally affected budgets • Auditor recommendation of general reserves between 25% and 50% of precept • New general reserve spend agreed 18/056.1 £3,860 • Importance of visibility of Council’s work in community • Expected increases from SCDC, Cambs County Council and Police; other local Parish Council discussions on budgets • Noted Tax Base 2019-20 Histon 1776.3 (up 14.8), Impington 1511.2 (down 1.7) • Use of asset register to facilitate easier budgeting • Suggestions for a fourth policy (see 055.1 above) to cover preparation of spending plans by Committees • Vision & Mission session due 31 January. Discussion on what the Council is doing, and what are its priorities should facilitate better financial planning <p>Following consideration on both 3% and 4% increase, proposed Cllr Payne, sec Cllr Moore all in favour and agreed to recommend 3% increase to Full Council, resulting in a Precept request of £358,544 and a Band D payment of £109.06 p.a. from £106.31p.a. in 2018-19.</p>	

	<p>RFO to meet with members prior to Full Council to clarify queries on:</p> <ul style="list-style-type: none"> • Relationship between figures on paper with last year's figures • Reasons for underspend • Major increases resulting in £83,000 excess in 2019-20 expected expenditure over 2018-19 Budget <p>Spreadsheet noted showing quarterly expenditure figures, with RFO raising no concerns. Tree works orders must be progressed before bird nesting commences – budgets cannot be taken forward.</p>	
F18/058	<p>DATE OF NEXT MEETING</p> <p>Next scheduled meeting: Monday 29 April 2019. Then 8 July 2019</p>	
F18/059	<p>How to communicate meeting discussions/decision and to request items for next agenda(s):</p> <p>No requests</p>	
	<p>Appendices:</p> <ol style="list-style-type: none"> 1 Matters Arising List 2 Policies 3 Capital Bid Request 4 Precept Report <p>Meeting Closed: 8.50 pm</p>	