Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee Monday 29th April 2019 7.30pm, at the Parish Office, New Road, Impington

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2 (currently 7 + 2) Quorum: 3 Appendices: 4

Agenda No:	Present: Clirs : Denis Payne (Chairman), Neil Davies, Ashley Gordon, Brian Ing, Geoff Moore	
140.	Clerk: Angela Young; RFO: Lynda Marsh	
F19/001	TO RECEIVE APOLOGIES FOR ABSENCE	
	Cllrs Stonham (personal) Butcher (personal) Jenkins (personal)	
F19/002	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	
F19/003	PUBLIC PARTICIPATION	
	No public present.	
F19/004	APPROVE MINUTES OF THE MEETING HELD 14 th January 2019	
	All in favour and AGREED to accept and sign minutes	
F19/005	MATTERS ARISING – from recent meetings	
005.1	Copied to all (Appx 1). Further discussion on: SLA HICOM Cllr Davies and Clerk to meet and refresh drafts. Then refer to Health & Wellbeing Working Party Bylaws Cllrs Gordon and Payne to meet and bring forward recommendations 37.2 3 Year Forecasts/Medium Term Financial Strategy/Capital Bid Process Cllrs Ing and Gordon to produce statement of guidance for Committees for AGM. Then to be incorporated into the Terms of Reference for each Committee. Noted replacement programme as part of Asset Register review also required. Cllr Moore to meet RFO to progress Asset Register work	NSD H&W WP AG/DWP BSI/AG GM
F19/006	TO RECEIVE REVIEW AND ACCEPT	
006.1	Clerk's Report (Appx 2)) Noted and accepted. Further discussion on: Making Tax Digital for VAT. Noted Council needs to comply by 1 October 2019. Quickbooks package will require updating Neighbourhood Plan Noted £475 "vired" from authorised spend to payment for Edward Cousins Current interest rates and bank balances as at 31.3.19 noted Risk Assessment Review noted carried out. For report to Full Council Information Risk Review Cllr Ing agreed to confer with Clerk once any new systems in place Asset Register Review Agreed to refresh value on 12 New Road only Payment for Councillors undertaking duties advice received on legality of payment for services	Full Council BSI
006.2	Public Sector Bodies (Websites and Mobile applications) Accessibility Regulations 2018 Councils to comply by 22 September 2020. AGREED to add to new list of "Items To Do" End of Year Finance Report and Year End Figures for APM (Appx 3). Noted draft estimate general reserves as at 31 March 2019 £215,733. Formally accepted. AGREED any questions at APM should be noted and answers provided on individually or on website AGREED report for APM to be finalised by RFO with input from Cllr Payne, Chair of FLA Internal Audit Report 2018-19 (Appx 4). Formally accepted and noted. No areas of concern for report to AGM. May 2019. Comments noted	DWP



006.4	Financial Regulations and Standing Orders all review work by Chair, Clerk and Acting Clerk noted and accepted. Final versions to be circulated to all FLA members prior to AGM item	
006.5	Capital Budgets Performance against spend – quarterly report (part of Appx 3). Formally accepted	
F19/007	OTHER MATTERS	
007.1	New arrangements for funding of specified budgets — Following on from precept meeting in January clarification requested on allocations, noting £20k previously agreed for LHI footpath project. AGREED the requested £15.5k be allocated to Recreation 'sinking funds' and remainder to Environment committee when any deliverable project brought forward	
007.2	Public Art Contract with "Theories from Home" – arrangements for payment of second £5,000 AGREED to contact A Turnbull Associates regarding final part of contract. AGREED to pay additional £100 invoiced for additional consultation event held. Public Art report to be forwarded to all FLA members for note	
007.3	Play Area footpath works – report from Primary School Task & Finish unavailable, Planning Committee to raise at meeting due 30 April and request Task & Finish to consider	School T&F
007.4	Agree appointment of Independent Internal Auditor 2019 – 2020 AGREED to appoint Max Parish at £150 per day, as previous year. Alternative service to be sought for 2020-21 for comparison/consideration	
007.5	External Audit Arrangements PKF Littlejohn will be the Auditor for 2019-20 and until 2021-22 inclusive. Exercise of Public Rights is 18 June – 29 July. Annual Governance and Accountability Return will go to June Full Council for agreement, to be submitted by 1 July 2019.	
007.6	To agree increase to Mobile Warden Support (Age UK) from £2,000 to £3,000 to cover deficit. To agree to take from Reserves Following more recent reports, AGREED to increase to a maximum of £3,000 should it be required. Cllrs Payne and Cleaver to work out precisely how to manage possible requirement and ensure accuracy by Age UK in invoicing in future. All AGREED Cllr Payne authorised to negotiate on the Council's behalf.	DWP/MC
007.7	To agree to take part in Flower Festival – to cover material costs AGREED a maximum of £100 costs for any Parish Council related displays	
F19/008	DATE OF NEXT MEETING	
	Next scheduled meeting: Monday 3 June 2019 for Election of Chair and Vice Chair only. Then 8 July 2019 ; 28 October; 9 December; 13 January 2020; 27 April 2020	
F19/009	How to communicate meeting discussions/decision and to request items for next agenda(s): No website article No requests	
	Appendices:	
	1 Matters Arising List	
	2 Clerk's Report	
	3 End of Year and APM Financial Report, Capital Budgets Performance	
	4 Internal Auditor Report	
	Meeting Closed: 8.30 pm	

