

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 8th July 2019 7.30pm, at the Parish Office, New Road, Impington**

Finance, Legal and Administration Committee Minutes

Membership: 7 + 2

Quorum: 3

Appendices: 5

Agenda No:	Present: Cllrs: David Jenkins (Chairman) Denis Payne, Ashley Gordon, Brian Ing, Andy Butcher, Edd Stonham Clerk: Chelsea O'Brien RFO: Lynda Marsh (Clerk for meeting)	
F19/020	TO RECEIVE APOLOGIES FOR ABSENCE Cllr Davies (personal) Moore (personal)	
F19/021	MEMBERS DECLARATIONS OF INTERESTS Cllr Ing declared a non-pecuniary interest (Trustee Friends Of Rec) – item 024 Cllr Stonham declared a non-pecuniary interest (Trustee Friends of Rec) – Item 024 Cllr Payne declared a non-pecuniary interest (Member on Board of LGPS) – item 026.3	
F19/022	PUBLIC PARTICIPATION No public present	
F19/023	APPROVE MINUTES OF MEETINGS HELD 29th April & 3rd June 2019 29 th April 2019 - Proposed Cllr Payne, seconded Cllr Ing all in favour to accept and sign minutes 3 rd June 2019 - Proposed Cllr Gordon, seconded Cllr Payne all in favour to accept and sign minutes	
F19/024 024.1	MATTERS ARISING – from recent meetings Copied to all (Appx 1) Further discussion on: <u>SLA HICOM</u> two charities due to be merged; agreed to wait for new joint charity to forward SLA <u>Records Management</u> complete; delete from list <u>Bylaws</u> Cllr Gordon to refer with Cllr Payne <u>Changes to policy</u> (borrowing, precept increases) to be reviewed <u>Theories from Home</u> final wording of contract 'in abeyance'; advice on number and type of jelly moulds awaited along with any developments of match funding. <u>007.6 Mobile Warden Scheme</u> Cllrs Payne and Cleaver due to meet with Age UK, noting that approx. £4k may be required to eliminate waiting list. 'By when' dates on list to be updated.	AG DWP/RFO DWP/MC RFO
F19/025 025.1 025.2 025.3 025.4 025.5	TO RECEIVE REVIEW AND ACCEPT <u>RFO's Report</u> (Appx. 2) Noted and accepted. Further discussion on: <u>Making Tax Digital</u> comes into effect for local authorities 1.10.19. Confirmation received from Parish Council VAT adviser (PEM) that as Council's taxable income is well under the vat registration threshold of £85k, the Council will not be affected by the change. Although Council not affected, costs to upgrade accounts package and on-going costs to be investigated. <u>Operation London Bridge</u> Noted website article drafted, book of condolence required. Cllr Payne advised a plan is required and would produce for next meeting. <u>Committee Annual Timetable</u> accepted. Cllr Jenkins recommended that all Committees have an annual timetable. <u>3 Year Forecast</u> draft paper from Cllrs Ing and Gordon (Appx. 3) Following discussion, Committee agreed to recommend to full Council that Committees to accept responsibility to produce 3 year plan in accordance with paper sanctioned by FLA Committee. Cllrs Jenkins and Ing to produce narrative and template. Committee's terms of reference to be expanded to include the wording of the paper. <u>Quarterly Review of Budgets.</u> (Appx. 4) No areas of concern; report accepted. <u>Systems of Internal Control</u> Noted that although change in staff, no change to controls required. Reviewed and accepted.	RFO/Clerk DWP JDJ/BSI All Committees

<p>F19/026 026.1</p> <p>026.2</p> <p>026.3</p> <p>026.4</p> <p>026.5</p> <p>026.6</p>	<p>OTHER MATTERS</p> <p><u>Play Area Footpath Works</u> Clerks and Cllr Farrell had met with County Council and their contractor SP Landscapes; work to commence 9 July.</p> <p><u>A14 Tree Project</u> Budget of £3,000 <u>agreed</u> to be taken from general reserves</p> <p><u>LGPS Pension Pooling Arrangements</u> Cllr Payne gave a verbal update on LGPS Pooling Arrangements and their request for Parish Council's view on disbanding the pool. Following discussion, it was <u>agreed</u> that Cllrs Payne and Ing would formulate a response to be submitted by 31.7.19.</p> <p><u>To review Email Hosting / Website Hosting arrangements</u> Cllr Payne outlined issues with current provider and lack of technical support and recommended that in the long term an alternative provider be sourced. Office to work with Cllrs Payne, Stonham and Jocelyn to identify a suitable provider.</p> <p><u>To review Neighbourhood Plan Project List</u> copy provided to all (Appx. 5) P7, P9 and P21 were identified as projects for which appropriate for FLA to take responsibility. Cllr Jenkins to move these projects forward.</p> <p><u>Proposal to split FLA Committee remit.</u> To adjust to change of roles within the Office and to tailor to staff skills sets suggested as:</p> <ul style="list-style-type: none"> ➤ Finance and Assets Committee ➤ Legal & General Administration be transferred to Employment Committee <p>Councillors noted the issues and following discussion requested that a paper be produced fully exploring all aspects to enable a decision to be made.</p>	<p>DWP/BSI</p> <p>Office/DWP/EWS/SJ</p> <p>JDJ</p> <p>Clerk</p>
<p>F19/027</p>	<p>DATE OF NEXT MEETING</p> <p>Next scheduled meeting Monday 28 October 2019, then Mon 9 December 2019, Mon 13 January 2020 (precept meeting), Mon 27 April 2020</p>	
<p>F19/028</p>	<p>How to communicate meeting discussions/decision and to request items for next agenda(s):</p> <p>No website article No requests</p>	
	<p>Appendices:</p> <ol style="list-style-type: none"> 1. Matters Arising List 2. RFO's Report 3. 3 Year Forecast Paper – Cllrs Ing & Gordon 4. Quarterly Review of Budgets 5. Neighbourhood Plan Project List <p>Meeting Closed: 9.05pm</p>	