

**Minutes of Histon & Impington Parish Council Finance, Legal and Administration Committee
Monday 9th December 2019 7.30pm, at the Parish Office, New Road, Impington**

Finance & Assets Committee Minutes

Membership: 7 + 2

Quorum: 3

Appendices: 6

Agenda No:	Present: Cllrs: David Jenkins (Chairman) Denis Payne, Ashley Gordon, Brian Ing, Neil Davies, Geoff Moore, Andy Butcher, Yvonne Murray, Pene Nudds (in part) Clerk for the meeting: Lynda Marsh (RFO)	
F19/038	TO RECEIVE APLOGIES FOR ABSENCE None received. Cllr Stonham was absent	
F19/039	MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) Cllr Jenkins declared a non-pecuniary interest as County Councillor – agenda item 19/044.1	
F29/040	PUBLIC PARTICIPATION No public present	
F19/041	APPROVE MINUTES OF MEETING HELD 28 October 2019 Proposed Cllr Payne seconded Cllr Gordon all in favour to accept and sign minutes.	
F19/042	MATTERS ARISING – from recent meetings	
042.1	Copied to all (Appx 1) Following review of Finance Legal & Admin Committee and agreement to rename 'Finance & Assets' committee, the following items to be transferred and reported to full council: <u>19/017.1</u> 'Theories from Home' contract issues, final wording 'in abeyance' <u>19/024.1</u> SLA HICOM. Charities due to merge, meeting due early 2020 <u>19/025.1</u> Operation London Bridge. Plan required, Cllr Ing offered to take on this project <u>19/026.4</u> Email/website hosting arrangements, suitable provider to be identified <u>19/026.5</u> Neighbourhood Plan project list to next full council meeting <u>19/033.1</u> Bylaws. Report summarising findings – for approval	GM DWP BSI DWP/CommClerk JDJ AG
042.2	<u>19/025.1</u> Software packages / Making Tax digital. Wider software upgrade now required due to compatibility issues; suggested that also be referred to internal auditor with regards possible upgrade of finance package <u>19/035.2</u> Surveyor Condition Report. Advice from local resident advising suitable contacts.	Clerk/RFO RFO
F19/043	TO RECEIVE, REVIEW AND ACCEPT	
043.1	<u>RFO's Report</u> (Appx. 2) Including LGPS – Employer Pooling Consultation, notification from LGPS that fund will continue with pool in current form. Draft individual valuation results received with recommended employer contribution rates to year end 31.3.23 set at 21.5%; proposed Cllr Payne seconded Cllr Ing and agreed to confirm this rate with LGPS. Pension regulator – re-declaration of compliance deadline 30.9.20	RFO
043.2	<u>S106 Summary and Capital Budget Spend to date</u> noted. Discussion on allocation of Crossing Keepers Hut specified reserve and whether funds for electricity supply to hut (£11,283) should have been used from s106 or specified reserve; noted advice received from SCDC had stated this would be a reasonable use of funds and subsequently s106 funds used. It was agreed to review all specified reserves to confirm whether still required. Cllr Payne reported that some £13k s106 (Public Art) funds were due from Impington Lane development.	
043.3	<u>Committee 3 Year Plan Workshop</u> Report from Cllr Jenkins copied to all (Appx. 3) Discussion took place on: ➤ Need for proper controls	

	<ul style="list-style-type: none"> ➤ Once committee budgets agreed, committees should continue to be authorised to manage and agree spend within that budget ➤ Large projects would need support of Full Council ➤ New capital items should go through appropriate capital bid process ➤ 'Capital project support & approval' form to be submitted for each project to include possible external funding. Cllr Moore to draft paper to assist with completion <p><u>Recommendations:</u></p> <ul style="list-style-type: none"> ○ 'Everything I Own' software to be extended to include useful life of asset, annual saving to be made, amount already set aside for replacement and shortfall required ○ Total shortfall be considered by Finance & Assets committee ○ All new capital expenditures use suggested approval form to ensure all capital spend is appropriately considered ○ Small projects (specifically below £2,500) be included within Officers delegation ○ Appears that £40-60k needed annually for capital spend, so recommend £50k for 2021/22, 2022/23 and 2023/24. <p>Proposed Cllr Gordon seconded Cllr Ing and agreed to accept recommendations.</p>	
F19/044	TO CONSIDER CAPITAL BIDS	
044.1	<p><u>Repair / Resurface Footpath rear of Manor Park</u> Report copied to all (Appx. 4) Footpath widened and resurfaced as part of 2019-20 LHI, scheme costed for overlay only for which all other paths allocated over last 3 years has been sufficient. Path now subject to weed damage and effective way to repair would be to weed kill and apply non-woven membrane. Concerns raised on specification, supervision of works by CC, quality of works; Cllr Butcher confirmed works had been carried out as per specification and works are fully costed prior to Council being offered the project.</p> <p>Proposed Cllr Ing to progress option two of the three options put forward to spend up to £5,500: <u>£1,600 from general reserves plus use of Highways maintenance budget £3,900</u> noting Cllrs had expressed disappointment in quality of advice received, 6 for, 2 against and 1 abstention</p>	Highways Committee
044.2	<p><u>Rejuvenation of Crossing Keepers Hut Area</u> Report from Cllr Nudds copied to all (Appx. 5) Report covered background of CKH and highlighted installation of an open shelter which had been included in the original plans approved in 2009 (now lapsed). Suppliers of oak structures have been identified with costs ranging from £2,345 to £8,650. Discussion took place on:</p> <ul style="list-style-type: none"> ➤ Vandalism in area and the need to make area secure ➤ Electricity supply not considered as part of original scheme; hence s106 used ➤ Budget for project in first instance £18k with £13k spent to date (inc. electricity supply from s106); £9k requested to complete, so in effect net request approx. £4k ➤ Planned wider community use: Open green spaces groups, drama group, uniformed groups, Santas grotto, meeting place ➤ Insurance implications, CCTV options ➤ Possible grant opportunities <p>It was agreed to accept the request in principle with condition that planning considerations be addressed along with CCTV options, statement of need and external funding to be investigated. A full updated report to be submitted to Full Council at the earliest opportunity, with the project to be completed by September 2020. All in favour.</p>	Environment Committee
F19/045	OTHER MATTERS	
045.1	<p><u>Committee Budget Requests to Date</u> Revenue expenditure budgets received from Committees. Cllr Jenkins had mailed Committee Chairs to request priority of capital spend for 2020-21 and forecasts for next 3 years. Workshop to be held 8 January to review prior to scheduled precept meeting 13 January.</p>	Committee

045.2	<u>Public Art Match Funding Request</u> Report copied to all (Appx 6) Third party funding required to complete 'Theories from Home' public art project. Grant application for £15,132 submitted to Amey Cespa requires 11% 3 rd party match funding amounting to £1,664.52. Total commitment from the Parish Council will be £11,764.52. Proposed Cllr Davies seconded Cllr Ing and agreed to provide 3 rd party funding.	
045.3	<u>Terms of Reference</u> to note change of Terms of Reference agreed at Full Council following split in committee remit, all items within Clerks remit to be dealt with under delegation (as existing) or reported to Full Council.	
F19/046	DATE OF NEXT MEETINGS Workshop 8 th January 2020, next scheduled meeting 13 January 2020 (precept meeting), 27 April 2020	
F19/047	How to communicate meeting discussions/decisions and to request items for next agenda(s): No website article No requests	
	Appendices: <ol style="list-style-type: none"> 1. Matters Arising List 2. RFO's Report 3. Committee Three Year Plan 4. Capital Bid – Resurface Footpath rear of Manor Park 5. Capital Bid – Crossing Keeper's Hut 6. Public Art Match Funding <p>Meeting closed: 9.15pm</p>	