

**Minutes of Histon & Impington Parish Council Finance & Assets Committee  
Tuesday, 30 June 2020 7.30pm via Zoom**

**Finance & Assets Committee Minutes**

**Membership: 7 + 2**

**Quorum: 3**

**Appendices: 6**

<b>Agenda No:</b>	Present: <b>Cllrs:</b> David Jenkins (Chairman), Denis Payne, Brian Ing, Neil Davies, Geoff Moore, Yvonne Murray, Edd Stonham Clerk for the meeting: Lynda Marsh (RFO), also Theresa King	
F20/005	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> None received. Cllrs Butcher and Gordon were absent.	
F20/006	<b>MEMBERS DECLARATIONS OF INTEREST</b> (for items on the agenda) None received	
F20/007	<b>PUBLIC PARTICIPATION</b> No public present	
F20/008	<b>APPROVE MINUTES OF MEETINGS HELD:</b> <ul style="list-style-type: none"> <li>o 13 January 2020. Proposed Cllr Payne, seconded Cllr Murray, all in favour to accept and sign minutes</li> <li>o 20 April 2020. Proposed Cllr Ing, seconded Cllr Jenkins, all in favour to accept and sign minutes</li> </ul>	
F20/009	<b>MATTERS ARISING – from recent meetings</b> Copied to all (Appx 1). Agreed to review at next meeting. RFO to approach Structural Engineer with regards front porch at 12 New Road.	LMM
F20/010	<b>TO RECEIVE, REVIEW AND ACCEPT</b>	
010.1	<u>Clerk's Report</u> (Appx 2) Noted and accepted. Further discussion on: remote internal audit checks carried out during May had worked well. Noted issues with regards updating Barclaycard details	
010.2	<u>End of Year Finance Report and End of Year Figures</u> (Appx 3). End of year general reserves at 31 March 2020 £264,350. Reports formally accepted.	
010.3	<u>Quarterly Review of Budget Performance Against Spend</u> (Appx 4) Noted significant loss of recreation income due to Covid-19 pandemic. Suggested that individual committees could apply for funding as appropriate and as necessary. Some Environment projects had stalled due to 'lockdown' but meeting now scheduled to progress. Noted budget in place for any employment issues; recruitment of replacement/additional groundstaff had been delayed due to 'lockdown'. Re-opening of facilities namely the community room would be raised at next Recreation meeting. Quarterly report formally accepted.	
010.4	<u>Internal Audit Report 2019-20</u> (Appx 5) Formally accepted and noted. No areas of concern. Review of Effectiveness of IIA - Internal Auditor advises that although is satisfied with current scope, this should be regularly reviewed; next review due October 2020. IIA day rate for 2020-21 confirmed at £150 (as previous year)	
010.5	<u>Systems of Internal Controls</u> (Appx 6) Cllr Ing and RFO had reviewed remotely, items to note highlighted. Reviewed and accepted.	
010.6	<u>Committee Annual Timetable</u> noted. 3 Year Plan review in October; Cllr Payne suggested that due to drop in interest rates, alternative accounts be investigated for preferable rates, Cllrs to offer any suggestions. Report at next meeting.	RFO/Committee
F20/011	<b>OTHER MATTERS</b>	
011.1	<ul style="list-style-type: none"> <li>o <b><i>To agree to spend up to £10k to procure advice regarding the Milton Road planning application, to be funded from the Community Park Project and Professional Fees budgets and to delegate to the Clerk to oversee in consultation with Cllrs Payne and Jones.</i></b> <ul style="list-style-type: none"> <li>➤ The Council had originally worked with Carter Jonas and Flagship Housing on a plan for the site of the Community Park to allow a planning application to be submitted, creating an aspirational list of facilities that could be installed on the site, but on advice FH and CJ had received, this application had been withdrawn from SCDC. FH &amp; CJ have now come forward with a new plan for the area, which does not allow for any permanent structures,</li> </ul> </li> </ul>	

011.2	<p>and asked the Council to select facilities from a suggested list supplied by CJ which would allow a revised planning application to be submitted. The Council were now unsure on how the community would respond to this new list and questioned whether the original tripartite agreement still valid in light of these changes.</p> <ul style="list-style-type: none"> <li>➤ Cllrs Payne, Jones and Moore had therefore compiled questions that may need legal advice and were based on the 'tripartite' agreement which refers to the original planning application. Copy of questions to be provided to Cllr Davies.</li> </ul> <p>Proposed Cllr Jenkins, seconded Cllr Payne and agreed to spend up to £10k to procure advice regard the Milton Road planning application, delegated to the Clerk to oversee in consultation with Cllrs Payne and Jones. Cllrs Davies and Stonham abstained.</p> <ul style="list-style-type: none"> <li>○ <b>To agree to establish a fund of up to £20k to be used within the community as it emerges from Covid-19 'lock-down' over the period July to December 2020. Budget source to be identified. Decisions also required on process:</b> <ul style="list-style-type: none"> <li>➤ <b>scope / limits of spend per request</b></li> <li>➤ <b>authority of spend delegated to Council Chairman, Committee Chairman, Clerk and RFO / OR any decisions to spend to be brought back to subsequent meeting</b></li> </ul> </li> </ul> <p>Cllr Jenkins advised seeking agreement on the principle in the first instance. Discussion on:</p> <ul style="list-style-type: none"> <li>➤ Likely beneficiaries e.g. clubs, charities, village institutions</li> <li>➤ Process on how funds could be dispersed would be required and control of expenditure</li> <li>➤ Whether maximum amount should be applied to any application</li> <li>➤ Members should be 'open minded' when considering any request</li> <li>➤ Agreed criteria required</li> </ul> <p>It was therefore proposed Cllr Ing, seconded Cllr Murray and agreed: 'To propose to Full Council the establishment of a fund (of up to £20k) and associated processes to cover possible emerging needs from the COVID-19 crisis, including the expected financial implications in the autumn onwards. A briefing paper for the next Full Council meeting covering the rationale for the establishment of this fund, complete with proposed processes and procedures to control the use and allocation of the fund, to be produced by Cllr Ing in consultation with Councillors Jenkins and Davies'.</p>	CJ/DWP/Clerk                    BSI/JDJ/NDS (Full Council)
F20/012	<p><b>DATES OF NEXT MEETINGS</b> Next scheduled meeting <b>26 October 2020</b>. Then proposed 7 December 2020, 11 January 2021 (Precept meeting), 26 April 2021</p>	
F20/013	<p><b>How to communicate meeting discussions/decisions and to request items for next agenda(s):</b> No website article Agenda items: Report on alternative savings accounts</p>	
	<p>Meeting closed at 8.12pm</p>	