

Minutes of Histon & Impington Parish Council Finance & Assets Committee
Monday, 26 October 2020 7.30pm via Zoom

Finance & Assets Committee Minutes

Membership: 7 + 2

Quorum: 3

Appendices: 6

Agenda No:	Present: Cllrs: David Jenkins (Chairman), Denis Payne, Brian Ing, Geoff Moore, Clerk for the meeting: Lynda Marsh (RFO), also Theresa King	
F20/014	TO RECEIVE APOLOGIES FOR ABSENCE Apologies received from Cllrs Davies, Stonham and Murray Cllrs Butcher and Gordon were absent.	
F20/015	MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) None received	
F20/016	PUBLIC PARTICIPATION No public present	
F20/017	APPROVE MINUTES OF MEETING HELD 30 JUNE 2020 Proposed Cllr Payne, seconded Cllr Ing, all in favour to accept and sign minutes	
F20/018	MATTERS ARISING Copied to all (Appx. 1) Agreed outstanding matters would be progressed in 2021 if Covid position allowed.	
F20/019 019.1 019.2 019.3 019.4	TO RECEIVE, REVIEW AND ACCEPT <u>RFO Report</u> (Appx. 2) Noted and accepted. Internal audit review held remotely – report due. Update on Unity credit card application now submitted. Sample of saving account interest rates advised; Unity Bank rates to be investigated. <u>Half Yearly Review of Budgets including s106 Summary and Capital Spend</u> (Appx. 2 & 3) Information provided for budgets against spend at September 2019 against September 2020, reduced I&E due to Covid-19; note annual budget to be included in chart in future. Half Yearly report accepted. <ul style="list-style-type: none"> o Environment workshop due to take place; following tree surveys, indications that substantial amount of works required and committee may need to request increase in revenue budget for that purpose. o No approaches / applications for funding had been made to ‘Emergency Community Support Fund’. o S106 funds. Note time limits for spend apply. Earliest expiry date is 10.8.2022 for £11,717.04 (Merrington Place, community space) o Capital Budgets / Spend to Date. Comments and discussions: Account codes: - 3340. Public Art. Payment to Making Marks Theories of Home – grant funding will apply - 3365 Rec Facility Improvement to include £2,640 - refurbishment of community room floor - 3341 Land Fund £32,638: £17,888 from developer at Ambrose Way, £3,750 Wayleave legal agreement, £3k strategic land purchase, £6k allotment acquisition, £2k Manor Field - 3337 Homefield Park Estate Railings. Once final invoice rec'd to complete project (£100) balance remaining £3,489 to be returned to general reserves - 3333 Crossing Keeper Hut £12,634. No bid for a shelter at the hut received or discussed at previous workshops (minute F19/044.2 refers, project to be completed by September 2020). Agreed balance is transferred to general reserves. - 3335 Manorial Waste Renovation £10k. Noted development is on-going at School Hill, agreed funds transferred back to general reserves until a project is put forward. <u>Risk Management Plan</u> (Appx. 4) Suggested amendments due to Covid noted. Asset section to be split: ‘Protection of Physical Assets’ to include ‘ <i>condition of assets to be reviewed on regular basis</i> ’ and ‘Burial Ground Records’ to include ‘ <i>up to date register maintained</i> ’. With these amendments agreed to accept review. <u>Capital Spend Policy</u> (Appx. 5) Cllr Jenkins suggested 3 additional items: 1. <i>Preparation of bid and subsequent management of project to be guided by the</i>	RFO RFO RFO RFO

	<p><i>attached 'project management guidance' and use of the 'Capital Project Support & Approval request' form</i></p> <p>2. <i>Particular note to be made of the extent to which the project addresses the Priorities and Principles of the Community as evidenced in the Neighbourhood Plan</i></p> <p>3. <i>Projects which have not been progressed within 12 months to be revisited before commencement</i></p> <p>It was agreed to accept as amended with additional items.</p>	
019.5	<p><u>Financial Strategy</u> (Appx. 6) Charities – noted that the trustee is H&IPC, not individual Councillors. 'Poorsland Charity' now re-named 'Histon Town Charity'. Asset register and reference to sinking funds discussed; Cllr Moore would advise suggested amendments by email. Further review agreed for next meeting.</p>	GM
019.6	<p><u>Internal Audit Report</u> Remote visit 14 October; report due</p>	
019.7	<p><u>Effectiveness of Independent Internal Auditor</u> (Appx. 7) Note that this is a systems audit with sample checking of transactions. Agreed to include in list of internal controls: Asset Register and Proper Accounting Procedures. Noted and accepted.</p>	
F20/020	OTHER MATTERS	
020.1	<p><u>12 New Road</u> Report received from structural engineer following trial pit inspection of support pillars at front porch area. Further movement noted. 2 quotes to date for both required tree works to remove vegetation (as advised) and building repair works. Further quote for building work expected. Once quotes received agenda item for November full Council meeting.</p>	Full Council
020.2	<p><u>Agree Payment to Hayden's Arboricultural</u> following issues raised at full Council meeting. Cllr Nudds had advised queries to be raised and questions subsequently submitted to Haydens for clarity on issues, response awaited. It was agreed to pay 95% of invoice now, with remaining 5% in two weeks' time in any event.</p>	
020.3	<p><u>HisImp News Article</u> Cllr Jenkins to provide article, noting deadline for copy 9 November. RFO to forward drafted APM finance report to JDJ</p>	JDJ
F20/021	<p>DATES OF NEXT MEETINGS Proposed 7 December; 11 January 2021 (Precept Meeting); 26 April 2021</p>	
F20/022	<p>How to communicate meeting discussions/decisions and to request items for next agenda(s): No website article Agenda Item: Review Committee 3 Year Plans, Capital Plans and Budget Requests for 2020-21</p>	
	Meeting closed at 8.45pm	