

**Minutes of Histon & Impington Parish Council Finance & Assets Committee  
Monday, 7<sup>th</sup> December 2020 7.30pm via Zoom**

**Finance & Assets Committee Minutes**

Membership: 7 + 2

Quorum: 3

Appendices:

<b>Agenda No:</b>	Present: <b>Cllrs:</b> David Jenkins (Chairman) (JDJ), Denis Payne (DP), Brian Ing (BI), Geoff Moore (GM), Neil Davies (ND), Andrew Butcher (AB), Ashley Gordon (AG), Yvonne Murray (YM) Clerk for the meeting: Theresa King (RFO) Also attending Chelsea O'Brien (COB) .	
F20/023	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies received from Cllr Stonham	
F20/024	<b>MEMBERS DECLARATIONS OF INTEREST</b> (for items on the agenda) None received	
F20/025	<b>PUBLIC PARTICIPATION</b> No public present	
F20/026	<b>APPROVE MINUTES OF MEETING HELD 20 October 2020 (Appx 1)</b>	
026.1	Proposed Cllr Murray, seconded Cllr Ing, <b>all in favour</b> to accept and sign minutes.	
F20/027	<b>MATTERS ARISING</b>	
027.1	Agenda List After copied to all ( <b>Appx. 2</b> ) 18/035.1 Security of assets: DP explained finding out what is not registered would be easier, to report next meeting. DP to also access Land Registry polygons then allocate polygons to committee members to check status of area. 18/035.1 Archiving: unsure if County accepting material to archive, so item to be revisited in May 2021. 19/05.1 Asset Register: GM shared suggested spreadsheet recording with previous RFO, to work through with new RFO. 19/051.1 New accounts software: RFO has undertaken demo of Rialtas accounts software, plans to review other software, ensuring solidity of providers. RFO to provide timetable for upgrade after Precept setting. HISIMP News Finance report not created, apologies from Chair.	<b>DP, Agenda item</b>  <b>GM/RFO</b>  <b>RFO</b>
F20/028	<b>TO RECEIVE, REVIEW AND ACCEPT</b>	
028.1	<b>Responsible Financial Officer's Report (Appx 3)</b> Report noted and <b>accepted</b> . Update on Unity Credit Cards: cards now received and in use. Interest rates: based on the information provided, after some discussion, all <b>agreed</b> that having considered the options available, moving money into other accounts was not appropriate at this time.	
028.2	<b>Preview of 1<sup>st</sup> Draft Committee Budgets and Requests to Date for Precept (Appx 4)</b> Individual Committees had submitted draft budgets, RFO had circulated overview sheet as well as committee sheets and some 3 year plans. Chair had created summary report to look at figures overall which he shared on screen with the committee. "Youth" line on overall budget worksheet not allocated to any committee's budget, so needed to be added to summary sheet. The RFO stated aspirations for a complete linked and calculated workbook for precept and committee requests going forward, support for this was noted from the Committee.  Summary report currently shows council will break even for budget. Precept usually increased automatically annually by approx. 1%, suggestion that our request be raised by 2% in line with inflation also. <b>All agreed</b> to review committee budgets, allocating a committee member not involved with that committee to act as "critical friend" and discuss budgets with Committee Chairs. Committees allocated as follows:	

	<p>Recreation – Andy Butcher and Ashley Gordon  Environment – Bran Ing and David Jenkins  Administration – Yvonne Murray  Highways – Neil Davies  Planning - Geoff Moore</p> <p>Any issues identified or changes agreed with Chairs to be reported to Clerk by 5<sup>th</sup> January 2021 for inclusion in January agenda. Email to be written and circulated by Chair of F&amp;A outlining what is required, guidance notes, and a procedure for this review. Particular attention was asked for in relation to Capital Project spends, including topping up of balancing funds which counts as capital expenditure. The Chair thanked the committees for the work they had completed so far which had provided information in a more timely manner than in previous years. YM asked if any funds were allocated for any Task and Finish Groups e.g. East Impington. Chair suggested a sum should be included on budget setting for them to draw down on. This will be outlined in the process email/note. It was noted that the Community Park Project is a subcommittee of the Recreation Committee and therefore already noted in their budget.</p>	<p><b>AB, AG  BI, JDJ  YM  ND  GM</b></p> <p><b>ALL, RFO</b></p> <p><b>JDJ</b></p>
028.3	<p><b>Capital Spend Policy (Appx 5)</b>  It was suggested that clarity was required in the proposed policy on the time limit for projects (added line 7); suggested that it be modified to read that if the project was not completed within that time frame, any approval was to be suspended and the project brought back to F&amp;A for consideration. It was also suggested that the word “revisited” was more tightly defined. It was also noted that funds allocated for a given purpose could not be reallocated by the relevant committee. In order to have an adopted policy in place, it was proposed by GM that the policy be adopted as is, with the caveat that the committee is minded to modify it further in light of information discussed at this meeting, and that an amended policy was to be presented at the next meeting. Proposed GM, seconded BI, <b>all in favour</b>. Further updates to be considered at next meeting.</p>	<p><b>Next Agenda</b></p>
028.4	<p><b>Financial Strategy (Appx 6)</b>  DP proposed adoption of policy as seen, seconded BI, <b>all in favour</b>.</p>	
028.5	<p><b>Internal Audit Report (Appx 7)</b>  DP noted that the report highlighted a charity that needed to be reviewed, DP had informed auditor that there were actually two Parish Council charities as listed on the Financial Strategy policy. The mentioned charity, the John Burgoyne charity, has been in existence for many years, and may have some money in a bank account. Second charity is the Children’s Playgrounds which holds land at Doctor’s Close and South Road play areas. It has been suggested previously to wind up the John Burgoyne charity, Clerk to check previous minutes (approximately six years ago) and report at next meeting with recommendation on action.</p>	<p><b>Clerk  Next Agenda</b></p>
028.6	<p><b>To accept External Audit Report (Appx 8)</b>  “Unqualified audit certificate received for 2019-20. No areas of concern”. Committee congratulated retired RFO on report and thanked her for her efforts in completing.</p>	
F20/029	<p><b>OTHER MATTERS</b></p>	
029.1	<p><b>Status Update, Glazed Pavilion</b>  Draft Capital Bid now deferred to 11th January 2021 F&amp;A meeting. Possibly project to be split into two parts, footings and plinth/platform installation then pavilion itself. Noted that an amendment will need to be made to the covenant covering Homefield Park so there will be legal costs involved also.</p>	<p><b>Next Agenda</b></p>
029.2	<p><b>To agree to delegate spend up to £1000 to purchase materials to install new planting beds at the Brook</b>  Following a meeting on site with SCDC, plans are for the Brook to be desilted in mid-January. They have offered to install new planting beds at the same time, as per agreed locations provided by the Environment Committee, which will provide extra places to deposit silt as well as allowing further planting spaces. Parish Council will need to provide materials. Budget will come from Brook Mitigation Fund. Proposed DP,</p>	

	seconded BI, <b>all in favour</b> , spend delegated to clerk of Environment Committee.	
F20/030	<b>DATES OF NEXT MEETINGS</b> 11 January 2021 (Precept Meeting); 26 April 2021	
F20/031	<b>How to communicate meeting discussions/decisions and to request items for next agenda(s):</b> Nothing to be communicated.  <b>Agenda Item:</b> Asset Register update (DP), Recommendation of action on closure of Burgoyne Charity. Capital Spend Policy final review; Glazed Pavilion Capital Bid; Review Committee 3 Year Plans,	
	<b>Meeting closed at 8.53 p.m.</b>  <b>Appx 1 – Minutes 20.10.20</b> <b>Appx 2 – Matters Arising (Agenda List After)</b> <b>Appx 3 – RFO Report</b> <b>Appx 4 – Draft Committee Budget Requests to date for Precept</b> <b>Appx 5 – Capital Spend policy</b> <b>Appx 6 – Financial Strategy</b> <b>Appx 7 – Internal Audit Report</b> <b>Appx 8 – External Audit Report</b>	

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