

**Minutes of Histon & Impington Parish Council Finance & Assets Committee
Monday, 11^h January 2021 7.30pm via Zoom**

Finance & Assets Committee Minutes

Membership: 7 + 2

Quorum: 3

Appendices:

Agenda No:	Present: Cllrs: 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) Cllr Jones also attended	
F20/032	TO RECEIVE APOLOGIES FOR ABSENCE Apologies received from Cllr Stonham	
F20/033	MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) Cllr Davies declared an interest as Charity Manager of HI Friends	
F20/034	PUBLIC PARTICIPATION One member of the public present for item 038.1 Item brought forward.	
F20/035	APPROVE MINUTES OF MEETING HELD 07 December 2020 (Appx 1)	
035.1	Proposed Cllr Ing, seconded Cllr Murray, all in favour to accept and sign minutes.	
F20/036	MATTERS ARISING	
036.1	<u>Agenda List After copied to all (Appx. 2)</u> <u>A18.035.1 Security of assets:</u> Cllr Payne updated that the Land Registry records in some areas do not match with information held. Item is proving to be a lengthy process, further update to be provided mid-year. <u>A20/028.5 Charities:</u> large amount of information to be sorted and filed. RFO to update later in the year. Cllr Ing noted that any land covered by a charity is owned by the Charities Commission.	
F20/037	To set recommended Precept Request 2021-22 for Full Council meeting 18th January 2021. Request to be with SCDC by 28 January 2021.	
037.1	Quarterly budgets vs. actual report copied to all (Appx. 3). Income from recreation Ground Grounds Takings and Sports Courts Fees very reduced, but income from Burial Ground Fees 78% over budget. Noted.	
037.2	Individual Committee budgets and summary report copied to all (Appx. 4). Committee members had worked with committee chairs to review budgets, reporting back as follows: <u>Recreation:</u> Cllr Gordon noted that some costs were difficult to project, but budget fit for purpose and accurate; <u>Environment:</u> Cllr Ing had worked with Chair and Vice Chair of committee to review and tidy up budgets and agreed changes. Cllr Jones noted as Vice Chair of this committee that it had been a useful process and allowed a good review of forthcoming projects; <u>Administration:</u> Cllrs Murray and Moore had reviewed and found it a useful exercise, noting that it was felt that budgeting for work on 12 New Road needed to be more realistic and that a suitable register of assets and maintenance required on them was essential; <u>Highways:</u> No changes suggested; <u>Planning:</u> no changes suggested, budget added to Admin Salaries budget for possible extra admin support for work resulting from the work around Abbey Farm. It was felt by all that the review exercise should be programmed in to the scrutiny process for Precept setting in future years.	

037.2	<p>Cllr Jenkins shared a PowerPoint presentation (Appx 5). Highlights discussed:</p> <ul style="list-style-type: none"> • Spending 2020/2021 down on last year, giving higher operating surplus for the current year • Income greatly reduced due to COVID. Hoping for a bounce back in 21/22 but this might be optimistic, so hoping that expenditure will not be as high. • Felt that figures from Precept Working sheet gave a sound basis for proceeding. • Requested 21/22 committee budgets lower than for 2020/21. • Surplus from current year can be used to fund capital projects and other items not yet budgeted for, including possible COVID related spending. Task and Finish groups not accounted for in budget figures. • Contingency suggested of £20,000 to cover COVID and Task and Finish Groups, and a working Capital pot of £50,000 to fund capital spends into reserves and capital projects. • Suggested increase of 2%, used by other councils. Equivalent to an increase of 2.28 per year for a Band D household, increasing from £114.07 to £116.35, giving a precept figure of £389,160.53. • Suggested any shortfall on Rec Income to be funded out of reserves, expected to be approx. £9384. • Other shortfalls on capital spend to be backed up with grant money and Section 106 money or any monies left from current year's underspend. <p>Committee suggested it was necessary to make the capital spend process much tighter, now we have the tools to do so. RFO to collate Capital spend figures from 3 Year Plans into a report for first F&A committee meeting of new financial year, process for capital spend to be explained to committees. Committee also noted the need to review assets and their maintenance, item for next agenda.</p> <p>It was therefore proposed Cllr Jenkins, seconded Cllr Payne and agreed all in favour, to recommend 2.0% increase to Full Council, resulting in a Precept request of £389,160.53 and a Band D payment of £116.35 p.a. from £114.07p.a. in 2020-21. Cllr Jenkins to produce report for Full Council.</p>	RFO/Next agenda Next agenda JDJ
F20/038 038.1	<p>OTHER MATTERS Standing orders suspended</p> <p>To review any requests received for grants from the COVID fund Colin Myles attended the meeting to request a payment from the COVID fund previously set up. Colin explained how he had helped to recommission laptops, donated for free, to offer to the schools to give to those who did not have adequate IT facilities for home learning. Donation/Grant Application form completed (Appendix 6) totalling a request for £619.70.</p> <p>Standing Orders were resumed.</p> <p>Donation request approval proposed by Cllr Moore, seconded by Cllr Gordon. All in favour, payment agreed.</p>	
F20/039	<p>DATES OF NEXT MEETINGS 26 April 2021, 24 May 2021</p>	
F20/040	<p>How to communicate 11th January F&A Meeting , and to request items for next agenda(s):</p> <p>Communicate grant to Colin Myles on website</p> <p>Agenda Item: Capital Bid/3 Year Plan report, Asset Register review and Maintenance., Capital Spend Policy final review.</p>	
	<p>Meeting closed at 8.31p.m.</p> <p>Appx 1 – Minutes 07.12.20 Appx 2 – Matters Arising (Agenda List After)</p>	

	Appx 3 – Quarterly budgets vs. actual report Appx 4 - Individual Committee budgets and summary report Appx 5 - Powerpoint presentation Appx 6 - COVID Fund request (Colin Myles)	
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