

**Minutes of Histon & Impington Parish Council Finance & Assets Committee  
Monday, 19<sup>th</sup> April 2021 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) (JDJ), Denis Payne (DP), Brian Ing (BI), Geoff Moore (GM), Neil Davies (ND), Yvonne Murray (YM), Ed Stonham (ES) Clerk for the meeting: Theresa King (RFO) Clerk Chelsea O'Brien also attended for item 009.02	
F21/001	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies received: Ashley Gordon, Andrew Butcher (absent)	
F21/002	<b>MEMBERS DECLARATIONS OF INTEREST</b> (for items on the agenda)  Cllr Payne declared a non-pecuniary interest in item 009.03 as Board Member on HI Hub.  Due to the financial sensitivity of items 008 and 009, the Chair proposed these items be discussed in a confidential session at the end of the meeting, <b>all agreed</b> .	
F21/003	<b>PUBLIC PARTICIPATION</b>  1 member of the public attended for item 009.02. <b>Standing orders were suspended, and the item was brought forward.</b>	
F21/004	<b>APPROVE MINUTES OF MEETING HELD 07 December 2020 (Appx 1)</b>  Proposed Cllr Ing, seconded Cllr Murray, <b>all in favour</b> to accept and sign minutes.	
F21/005	<b>MATTERS ARISING</b>  Agenda List After copied to all ( <b>Appendix 2</b> ) <u>A19.05.1 Asset Register</u> – GM still undertaking work on spreadsheet to enable breakdown by Committee, before meeting RFO, Move item to later in the year. <u>A19/051.1 Upgrade to Accounts package</u> – RFO to provide project plan at next meeting. <u>A20/028.5 Charities address</u> in item 009.01. Remove from list. <u>A29/038.2 3 year plans</u> – still active. Extend deadline.	
F21/006	<b>To Receive, Review and Accept</b>	
006.1	<b>Clerk's Report (Appendix 3)</b> RFO outlined decreases in expenditure and income over the year, and areas in individual committee budgets as shown in the report. RFO also highlighted the new Section 106 categories which had been introduced. No questions were asked, report accepted.	
006.2	<b>End of Year Committee Budget vs Spend report (Appendix 4)</b> Report accepted by committee.	
F21/007	<b>Capital Projects and Spend:</b> Chair requests this item becomes a standing agenda item as a mechanism to monitor spend against the allocated capital budget for this year. <b>All agreed</b> to add standing agenda item.	
007.1	<b>To review spends against budgets for 2020/21 capital spend</b> Spends were noted as indicated on the RFO report. Committee accepted figures.	
007.2	<b>To review capital budgets for 2021/22</b> Char stated there was no current Capital budget apart from that allocated during precept setting. This figure need to be reduced by the funds needed for Reserves in order to make them secure, the rest would then be available for new projects. The reserves should be reviewed as part of the 2022/2023 budget process to ensure they were high enough.  The Chair also noted Capital Spend policy currently had no Capital Spend delegation, and	

007.3	<p>suggested that this item be brought to the AGM. Chair proposed defining how Capital Reserve spend is signed off as follows :  approval at Committee Level, suggested spend limit up to £2,000;  Finance &amp; Assets committee to approve projects up to £5,000;  Full Council to approve anything over this.</p> <p>This would allow smaller projects to be completed relatively quickly;</p> <p><b>To receive requests for Capital Spend projects – Recreation Committee Bowls Club Fence (Appendix 5)</b>  YV presented bid to Committee as per paper. Three quotes had been obtained for the fencing, but in order to try and align the quotes only two had been refreshed. The Committee agreed to select S Pollard to repair the bowls club slabs and install a1.4 m high replacement fence. <b>All in favour.</b> YM stated that the two local contractors had been very supportive in obtaining the quotes.</p>	<b>AGM item</b>
<p>F21/008</p> <p>008.01</p>	<p><b>To agree how to support high street business as part of the F&amp;A Committee’s obligations under the Neighbourhood Plan</b></p> <p>A request had been sent to the HI Traders group to ask if any help was needed, and no responses had been received. .</p> <p>A request had been made by St Andrew’s Centre (StAC) Café to use the School Hill site for tables and chairs for takeaway service until indoor seating could re-open All <b>agreed to allow use</b>, subject to items to be discussed later in the meeting having an impact. If the items did impact the use, StAC Café would be given a period of notice of a week, that they could no longer use the area. DJ suggested that the triangle of land closest to the Café be used, this is Highways land so permission would need to be sought from them.</p> <p>The paper submitted by DJ regarding a possible lease of Parish Council land at School Hill to Camel Projects and then sub-let to one of their tenants was discussed further. Items covered included:  tightening up of terms and conditions, and restrictions at the end of the lease;  generating strong feelings in community, very divided opinions;  concerns re competition with other local businesses;  planning permission would need to be sought;  legal advice to be sought for lease negotiation;  other issues with site regarding damage to silver birch;  rental charge to be determined, taking into account length of lease;  work was not to begin until all issues had been resolved;</p> <p>ND proposed that it was agreed in principle to work with Camel and their tenant to offer the lease, subject to constraints. Proposed Neil Davies, Seconded Stonham. In favour - 5, against 0, two abstentions, <b>motion carried.</b></p> <p>Camel Projects would be asked to take down fencing as soon as possible while negotiations are underway. GM and Clerk <b>delegated</b> to create a timetable for the work and undertake lease negotiations. The committee also agreed that all councillors need to be aware of what had been decided before the information was made public. DJ to action.</p>	<p><b>Clerk, GM</b></p> <p><b>DJ</b></p>
<p>F21/009</p> <p>009.1</p> <p>009.2</p>	<p><b>Other Matters</b></p> <p><b>To agree the winding up of the two existing Parish Council charities (Appendix 6).</b>  DP presented his paper. All agreed in favour of winding up the charities. DP and office staff to action</p> <p><b>To review request for the granting of a personal easement to the current occupants of 21 The Green</b>  The member of the public in attendance updated the committee on the history of the site and access issues in general at The Green over many years, with many different parties. Historical background report to be provided to committee for information. In particular attention was drawn to the following:</p> <ul style="list-style-type: none"> <li>• other dwellings in the villages do not have their own or reserved parking spaces;</li> <li>• there is already a maintenance problem due to frequent access to parts of the Green;</li> </ul>	<b>DP/Office</b>



	<b>Wednesday 5<sup>th</sup> May to elect Committee Chair</b>	
F21/011	<p><b>How to communicate 11<sup>th</sup> January F&amp;A Meeting , and to request items for next agenda(s):</b></p> <p><b>Agenda Item:</b> Capital Bid/3 Year Plan report, Asset Register review and Maintenance, Capital Spend Policy final review.</p>	
	<p><b>Meeting closed at 9.15 p.m.</b></p> <p><b>Appx 1 – Minutes</b>  <b>Appx 2 – Matters Arising (Agenda List After)</b>  <b>Appx 3 – Clerk’s Report</b>  <b>Appx 4 - End of Year Committee Budget vs Spend report</b>  <b>Appx 5 - Recreation Committee Bowls Club Fence Capital Bid request</b>  <b>Appx 6 - Winding up of the two existing Parish Council charities</b></p>	

DRAFT