

Minutes of Histon & Impington Parish Council Finance & Assets Committee
Monday, 25th October 2021 7.30pm In the Community Room at the Recreation Ground

Finance & Assets Committee Minutes

Membership: 6 + 2

Quorum: 3

Appendices: x

Agenda No:	Present: Cllrs: David Jenkins (Chairman) (JDJ), Brian Ing (BI), Geoff Moore (GM), Ed Stonham (ES), Yvonne Murray (YM), Denis Payne (DP) Clerk for the meeting: Theresa King (RFO) Max Parish – Internal Auditor (IA) 1 vacancy	
F21/032	To Receive Apologies for Absence Neil Davies (personal)	.
F21/033	MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) Cllr Payne declared a pecuniary interest – item 041.2 HI Friends Grant Request – family member employee of charity Cllr Murray declared a non-pecuniary interest – item 041.2 – Charity Trustee Cllr Stonham declared a non-pecuniary interest – item 041.2 – Charity Trustee	
F21/034	PUBLIC PARTICIPATION No members of the public were present.	
F21/035	APPROVE MINUTES OF MEETING HELD 28th June 2021 (Appx 1)	
035.1	Proposed Cllr Murray, seconded Cllr Moore, all in favour to accept minutes as a true record of the meeting on 28 th June 2021.	
F21/036	MATTERS ARISING	
036.1	Action list was noted. (Appx 2) <u>Updates to be made as follows:</u> <u>Item F29/05.21 – Asset register</u> – item on agenda (F21/040), update after. <u>Item F21/009.2 Wayleave granted to Cambridge Cable</u> – update due December 21 <u>Item F21/023.1 Photographing of Burial Register</u> – Originally needed as no electronic copy of registers, now a spreadsheet holding details. Some records already completed. Photographs still needed, new date to be scheduled. For completion by March 22.	
F21/037	To Receive, Review and Accept	
037.1	Responsible Financial Officer's Report (Appx. 3) Report was presented and accepted. DP suggested that when next review of investments is undertaken, Orchard Park Parish Council are contacted as they are investing via a specialist provider. RFO to contact.	RFO
037.2	Half yearly Review of Budgets including S106 Summary and Capital Spend (Appx 4) RFO suggested breakdown of cleaning costs to be over multiple budgets as making Office Costs over budget, all agreed to act on RFO advice, RFO to action. Section 106 monies recommended for further review when three year plans are considered at budget and precept setting.	RFO Next Agenda
037.3	Review of Internal Auditor Requirements. Internal Auditor report was submitted late, to be circulated by RFO after meeting, along with letter from IA (Appx 5 & 6) . IA report was verbally noted, with the following recommendations: a) <u>Review of internal auditor requirements</u> – the Parish Council should instruct the IA as to what work is required for the audit visits. This should be reviewed by the Committee on a regular basis. b) <u>Insurance increases</u> – the insurance premium this year has increased because the three year contract has now lapsed and is therefore on an annual review. The IA recommends that the details of the insurance policy are looked at in more depth before renewal in 2022, as Came and Co are now part of a larger group and therefore have lost some of their expertise in the area of council insurance. Need to	RFO/ Committee

<p>037.4,037.5, 037.6,037.7 037.8</p>	<p>ensure excesses are correct, and the cover for bank accounts is high enough. DP suggested contacting other insurance companies who work with parish councils, RFO to investigate.</p> <p>c) <u>Payroll</u> – outsourcing of payroll recommended by IA to free up the RFO time. RFO to look into suitable sources, possibly local accountancy firms, to take affect from the beginning of the financial year 2022-2023.</p> <p>d) <u>Investment review</u> - the IA suggested running a simple cashflow statement once or twice a year to allow the RFO to decide whether money should be put into investment. DJ suggested individual committees should identify where budget is being spent and future capital spend so this can feed into the cashflow more accurately.</p> <p>The IA also presented his letter of resignation, which will be after the submission of the annual return in May 2022. DP thanked the IA for his patience in his dealings with the Parish Council and his work over the eight years. DP to ask local contacts for a new IA, suggesting looking in the community as a first choice. DJ asked all committee members to look into potential new auditors, and RFO to contact other parish councils for information on their IA.</p> <p>Policies for review : Effectiveness of Internal Auditor; Risk Management Plan review; Financial Strategy review; Capital Spend Policy review; Systems of Internal Control review</p> <p>DJ stated that the policies that are due for review needed to be considered in depth, and recommended a workshop to discuss them in November 2021 with an item to be added to the next agenda for December. RFO was tasked with confirming status of Charities.</p>	<p>RFO</p> <p>RFO</p> <p>RFO/ All Committees</p> <p>F&A Committee/ RFO</p> <p>Workshop RFO</p>
<p>F21/038</p>	<p>To review Precept letters received from South Cambs District Council regarding 22-23 precept (Appx. 7)</p> <p>Items discussed as follows: Tax base figure down for Histon, LCTS discount higher - DP confirmed figures can go down as is dependent on single person discounts or non-payment rates for the area – RFO to question DP asked re the 26 new properties in Impington not appearing, will these be included next year – RFO to enquire DJ asked committee to consider what, in principle, was expected from precept, whether it should be increased or left unchanged. BI suggested it should raise by inflation as a maximum, DP said we do not spend a lot of capital as we have section 106 to spend so we do not need much capital. DJ suggested that committee operating costs should not go up, but that consideration should be made of good capital projects committees wish to undertake. DJ suggested that operational budgets be constrained to a 3% increase, look closely at Capital spend and bring forward those projects worthy of spend.</p>	<p>RFO</p> <p>RFO</p>
<p>F21/039</p> <p>039.1</p> <p>039.2</p> <p>039.3</p>	<p><u>Capital Projects and Spend</u></p> <p>To review spends against budgets for 2021/22 capital spend Capital spends had been authorised by Full Council in most part via Capital Bid process.</p> <p>To review capital budgets for 2022/23 DJ expressed that it was important to get foresight of any forthcoming capital projects, hence why on every agenda. Committees to be instructed to look at Capital Spend requests before the end of the year to formalise precept requests. This would allow an approval process to take place in advance and ensure accurate precept request. Committees to also be instructed to ensure all 3 year plans were similar in format.</p> <p>To receive requests for Capital Spend projects BI highlighted two projects to come forward for current financial year, out of a need for Health and Safety repairs; Tennis grass court fence replacement (2 or 4 sides) and replacement safety matting below two Recreation ground play area items pieces of equipment. YM added that staff had worked with her to review all play inspection reports in order to</p>	

	create replacement and maintenance schedule for all play equipment, this information then being added to the asset register. This in turn would provide information for the Recreation Ground three year plan in order to maintain equipment.	
F21/040	To receive update on Asset Register review and Maintenance	
040.1	Verbal update provided. YM, GM and RFO have met to discuss the new asset register and refined the spreadsheet, the format of which would tie in very well with the proposed new committee structure. Two pilot items were selected where data was easily obtainable, 12 New Road and the play equipment and this had begun to be entered into the spreadsheet. YM said more details received following inspection on life of equipment, which would also be added. The timetable for completion of the register is the end of this financial year. The proposed new committee structure will support its use and help to complete information. Reports will be provided to show the usefulness such as play equipment reports for maintenance etc.	
F21/041	Cllrs Stonham, Murray and Payne left the meeting. Max Parish also left the meeting.	
041.1	<u>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting</u>	
041.2	<u>All in favour</u> to hold session in private. <u>HI Friends Grant request- Funding for role of Dementia Worker</u> The grant request letter received from HI Friends regarding the support of the Dementia worker was discussed. Points made included: <ul style="list-style-type: none"> • Letter appears to have three parts: a possible refund PC might be due, a request for funding and the option for an SLA with more frequent reports to be sorted; • As a grant funder, Parish Council should not ask for a refund; • HI Friends have reduced their claims on us in the past due to the impact of COVID; • It is a local Parish Council and a local charity. Cllr Moore proposed a letter be written stating that no refund was needed and that funds would be released. Content should also state that the committee understood that a request for additional funding was required, that this should be articulated and sent to the Parish Council for consideration, including approximate budgets for information. It was suggested a form of Service Level Agreement be agreed for the funding request for 2022-23 for 1 st April so that council aware of exactly what funding is being used for, with regular updated provided. Possibly co-working with the proposed new Health and Wellbeing Committee could be pursued.	
041.3	Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting <u>All in favour</u> and agreed	
F21/042	Date of next meeting(s) 6 th December 2021, 10 th January 2022 (precept setting)	
F21/043	How to Communicate 28th June F&A meeting on website, and to request items for Next Agenda(s) Website: Resignation of IA after 8 years of support, looking for new IA Next Agenda: Committee 3 year Capital Spend plans review; Committee Budget review for 2022-23; Review of Section 106 funds;	

	<p>Meeting Closed at 8.50 p.m.</p> <p>Appendix 1: Minutes of the meeting 28th June 2021 Appendix 2: Action List After Appendix 3: RFO's Report Appendix 4: Half yearly review of Committee Budgets including S106 spend and capital spend Appendix 5: Internal Auditor's Report Appendix 6: Internal Auditor resignation letter Appendix 7: Precept letters from SCDC Appendix 8: Appendix 9:</p>	

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