

**Minutes of Histon & Impington Parish Council Finance & Assets Committee
Monday, 28th June 2021 7.30pm In the Community Room at the Recreation Ground**

Finance & Assets Committee Minutes

Membership: 6 + 2

Quorum: 3

Appendices: 9

Agenda No:	Present: Cllrs: David Jenkins (Chairman) (JDJ), Neil Davies (ND), Ashley Gordon (AG), Brian Ing (BI), Geoff Moore (GM), Ed Stonham (ES), Yvonne Murray (YM), Denis Payne (DP) Clerk for the meeting: Theresa King (RFO)	
	As the meeting was held in person, Clerk was actioned to confirm that all rules regarding actions taken to ensure COVID compliance were followed.	RFO
F21/019	To Receive Apologies for Absence None received.	
F21/020	MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) None received.	
F21/021	PUBLIC PARTICIPATION 4 members of the public attended.	
021.1	Pene Nudds outlined possible receipt of WW1 memorial plaque, created by resident, being offered to Parish Council. PN had suggested reimbursing artist for materials, but no normal funding channels available for this. DJ confirmed that F&A would consider funding if item was clearly supported by whole of Environment Committee and minuted. PN also provided information on item 027.1 which was considered during agenda item. CJ provided input for item 026.1	
F21/022	APPROVE MINUTES OF MEETING HELD 19th April, 5th May 2021 (Appx 1 & 2)	
022.1	All in favour to accept minutes as a true record of the meetings on April 19 th and 5 th May.	
F21/023	MATTERS ARISING	
023.1	Action list was reviewed. (Appx 3) <u>Item 18/035.1 Security of assets:</u> DP reported that more investigation of documentation stored by the Parish Council was needed as the information held by the Land Registry was confusing. Extend timeline, DP to work with office staff. <u>Item F18/035.1 Archiving:</u> Timeline to be extended. Chair and Clerk to discuss details. DP confirmed all Impington records were held by County Records Office. <u>Item F19/05.1 Asset Register:</u> GM and YM have completed more work, to present to RFO for input and progress. Report at next meeting. <u>Item F19/051.1 Accounts package upgrade:</u> RFO to present paper on new package at July Full Council meeting, along with project plan. <u>Item F20/037.2 3 Year plans:</u> see item 026.1 BI requested item added onto list – Photographing of Burial Register to provide backup record. All Agreed to return item to list.	DP/Office DP/DJ/Office GM/YM/ RFO RFO RFO
F21/024	To Receive, Review and Accept	
024.1	Clerk's Report (Appx 4) RFO outlined final end of year figures for 2020-2021 and bank balances. DJ requested that comparative figures to last year include budget comparison for future reports. GM asked if the End of Year surplus figure for the year was too high and indicated an issue, but DJ reminded committee that some of this surplus was to be used to fund projects in the current financial year, as discussed at precept setting. DP added that surplus would also include Section 106 monies received. GM suggested a plan needed to spend credibly.	RFO

024.2	End of Year Finance Report and End of Year Figures (Appx 5) Report accepted by all.	
024.3	Confirm Committee Annual Timetable (Appx 6) Systems of internal Control reviews now take place in September/October, to be moved on timetable. This also removes item 24.4 from this Agenda. Review of 3 year plans now scheduled for F&A meeting October 2021.	RFO Next Agenda
024.4	Quarterly review of Committee Budgets (Appx 7) Report considered and noted	
024.5	Systems of Internal Audit Control Review not due until September/October 2021.	Next Agenda
F21/025	Capital Projects and Spend: to review spends against budgets for 2020/21 capital spend; To review capital budgets for 2021/22; To receive requests for Capital Spend projects	
025.1	No new spends undertaken, no requests received.	
F21/026	To agree timetable to update 3 year plans	
026.1	Updated three year plans to be in place by September in order to feed into the Precept setting timetable. Committee Chairs to be requested to update plans so they can be reviewed at the next F&A meeting in October. CJ outlined the process undertaken by Environment Committee to review projects for 3 year plan, assessing the need and priority of each item. Spreadsheet created and circulated to committee, and feedback collated. Spreadsheet available for any interested parties. Issues had been found in the process, such as there being nothing on the list to support "culture", process had given several areas for refinement. Chair suggested that for the next F&A meeting, each committee should produce a short narrative document, outlining which projects each committee wished to take forward. This would enable a credible spending plan to be created. Workshop to be held in July with Committee Chairs and Vice Chairs of Recreation, Environment and Highways committees to approve the narrative, BI to facilitate.	Comm Chairs Comm Chairs/YM/BI
F21/027	To agree way forward with regard to lease negotiations on land at School Hill (Manorial Waste) (Appx 8)	
27.01	GM presented paper outlining progress made on lease negotiations. Discussions followed covering the following: <ul style="list-style-type: none"> ➤ Consideration of future leases which might have no value for this area; ➤ Considered a good tenant to have; ➤ Fifteen year lease possibly too long; ➤ Termination options on both sides. <p>The committee thanked GM for the work he had done on this item. GM recommendation was a starting lease value of £3,000 per annum, rising to £4,000 per annum in year 6, and then rising by CPI in following years. Cllr Davies proposed this motion, Cllr Gordon seconded, all voted in favour to follow recommendation. GM to feedback decision to Camel.</p> <p>Discussion then followed on remedial work needed on the land in question as highlighted by member of public, and various aspects of concern over proposed design for area as presented in paper. Committee agreed a meeting be held with Camel to address issues, with support from the Environment committee.</p>	GM DJ/Env
F21/028	To review F&A Committee Terms of Reference and scope of activity (Appx 9)	
028.1	YM outlined areas for discussion on amending terms of reference and these were discussed as follows: <ul style="list-style-type: none"> ➤ Term "legal" removed from this committee's title as Clerk as Responsible Officer should oversee all legal items, with large scale items being approved at Full 	

	<p>Council and smaller ones at committee level;</p> <ul style="list-style-type: none"> ➤ Suggested all committees should include reference to agenda items being reviewed by Chair, Vice Chair and Clerk of each committee, to decide if input from other committees is required; ➤ Three year plans to be used as basis for discussion of projects in meetings; ➤ Identify maintenance issues and include in three year plans; ➤ Possible review of structure of committees to be considered; ➤ Project leader to be in place for projects which involved multiple committees; ➤ Identified that cultural activities are not covered by any current committee; ➤ Challenge is to have a clear statement of what is the purpose of the council then we can have a clear vision and put the best organisation in place; ➤ Work on this would be a useful precursor to the election of a new council in 2022. <p>YM also looking at working parties and reporting lines, and a more general review of committee working.</p> <p>F&A to recommend to Full Council to take discussion of vision and mission of council and restructure and move it forward if approved.</p>	
F21/029	<p>Date of next meeting(s)</p> <p>25th October 2021, 6th December 2021, 10th January 2022</p>	
F21/030	<p>How to Communicate 28th June F&A meeting on website</p>	
F21/031	<p>Items for next agenda</p> <p>3 Year Plans; Asset Register review and Maintenance; Capital Spend Policy final review</p>	
	<p>Meeting Closed at 9.00 p.m.</p> <p>Appendix 1: Minutes 19th April 2021 Appendix 2: Minutes 5th May 2021 Appendix 3: Action List After Appendix 4: Clerk's Report Appendix 5: End of Year Finance Report and End of Year Figures Appendix 6: Confirm Committee Annual Timetable Appendix 7: Quarterly review of Committee Budgets Appendix 8: To agree way forward with regard to lease negotiations on land at School Hill (Manorial Waste) Appendix 9: To review F&A Committee Terms of Reference and scope of activity</p>	