

**Minutes of Histon & Impington Parish Council Finance & Assets Committee
Monday, 6th December 2021 7.30pm In the Community Room at the Recreation Ground**

Finance & Assets Committee Minutes

Membership: 6 + 2

Quorum: 3

Appendices: 5

Agenda No:	Present: Cllrs: David Jenkins (Chairman) (JDJ), Brian Ing (BI), Geoff Moore (GM), Yvonne Murray (YM), Denis Payne (DP) Clerk for the meeting: Theresa King (RFO) 1 vacancy	
F21/043	To Receive Apologies for Absence Edd Stonham (work) Cllr Davies was absent.	
F21/044	MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) Cllr Murray declared a non-pecuniary interest – item 048.2 – Charity Trustee	
F21/045	PUBLIC PARTICIPATION No members of the public were present.	
F21/046	APPROVE MINUTES OF MEETING HELD 25th October 2021 (Appx 1)	
046.1	Proposed Cllr Ing, seconded Cllr Moore, all in favour to accept minutes as a true record of the meeting on 25 th October 2021.	
F21/047	MATTERS ARISING	
047.1	<p>To Review Matters Arising (Appx 2) Action list was noted. Updates to be made as follows: <u>F18/035.1 Security of assets:</u> Cllr Payne has reviewed the ownership boundaries of the land the PC own/think we own. There are two adjustments to make:</p> <ul style="list-style-type: none"> • The PC does not own all of the Copse - HIFC Holdings own a thin strip parallel to the B1049 • The area that is owned at "Windmill Gardens" is a small, essentially rectangular, area at the entrance to the car park for Windmill Grange. The quadrant shaped area containing the seat etc is not in our ownership, and the company holding it in the Land Registry records is still trading. <p>Having undertaken this initial review Cllr Payne can confirm that there appear to be no other conflicts regarding our ownership and Land Registry. The lease in place for the Manor Park field (and woodland to the north), and the definition of what Cambs County Council thinks the village green is still need to be reviewed</p> <p><u>Item 18/035 Archiving:</u> Cllr Payne suggested that as the Impington Parish records were already stored at the County Records office, that the Histon records were also stored there. All agreed. Staff to organise.</p> <p><u>Item 21/009.2 Wayleave:</u> RFO has looked and only found information for Wayleave grant for BT. Committee suggested this may be the correct item. Office staff to investigate further.</p> <p><u>Item 21/037.1 Investment Review:</u> RFO has information on company used by Orchard Park. RFO to investigate further and feedback to committee January 2021.</p> <p><u>Item F21/037.3 New internal Auditor</u> – Cllr Payne suggested this was prioritised in order to be in place for March 2022, and suggested approaching one or more of the local accountancy firms to see if they would do this as a training opportunity for younger members of staff, on a reduced fee basis. Cllr Ing advised trainee accountants may review things differently to current process.</p>	<p align="center">Office</p> <p align="center">Office</p> <p align="center">RFO</p> <p align="center">RFO/ Committee</p>
F21/048	To Receive, Review and Accept	
048.1	<p>Responsible Financial Officer's Report including report on S106 monies (Appendix 3). Report was noted. Further review of possible spend of Section 106 funds to happen in parallel with precept setting in January 2022.</p> <p>The committee also discussed further the possible investment as discussed with reference to item F21/037.3. Concerns were expressed regarding the high risks for high</p>	Next Agenda

	<p>returns, and whether there were any “good practice guidelines” regarding this sort of investment, RFO to investigate. With regard to the process for undertaking such an investment it was suggested that once the PC had done its own due diligence, external advice was also sought.</p> <p>The RFO report also contained a report on Specified Reserves and it was suggested that these could be streamlined. Review of funds to be on next agenda.</p>	<p>RFO</p> <p>Next Agenda</p>
048.2	<p>To review Admin and F&A budget (Appendix 4)</p> <p>Cllr Jenkins presented the draft budget for Admin and Finance & Legal/Assets. Overall it was an increase of 3% on last year’s budget. Further discussion was made, and changes made to the budget which will be reflected in the amended budget worksheet. With changes made, all agreed to accept budget.</p>	
048.3	<p>To review First Draft of Committee Budgets and Requests to Date for Precept (Appendix 5)</p> <p>It was agreed that the review of the committee budgets by a member of the F&A Committee acting as a “critical friend” had worked and that this process should be undertaken again this year. Some discussion followed, and suggested changes were made to the budget worksheets, amended copies to be circulated to committees, some comments follow: Environment: expenditure to be reduced by £3-4K. Cllr Murray to work with committee. Highways: suggested that the expenditure be reduced. Cllr Moore to work with committee. Planning: it was felt that no budget was needed for the Neighbourhood plan until the Local Plan was complete. Cllr Ing to work with committee. Recreation: review of play equipment may mean budgets need to be higher for maintenance. Community Park Project to be removed from Recreation budget in regards to setting the precept. Letter regarding SLA and funding for HI Friends received. Cllr Jenkins to work with committee.</p> <p>“Critical Friends” to work with committee and send modified budget worksheets to RFO by 31st December 2021 for presentation at January meeting.</p>	<p>RFO</p> <p>All</p>
F21/049	<p>Capital Projects and Spend</p>	
049.1	<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>	
049.2	<p>To review capital budgets for 2022/23. As part of the “critical friend” review of committee budgets, any possible capital spends to be noted in preparation for review at next meeting and details to be passed to RFO for compilation.</p>	ALL
049.3	<p>To receive requests for Capital Spend projects No requests received.</p>	
F21/050	<p>Date of next meeting(s) 10th January 2022 (precept setting)</p>	
F21/051	<p>How to Communicate 6th December 2021 F&A meeting on website, and to request items for Next Agenda(s) Next Agenda: Quarterly Review of Budgets including Section 106 funds and Specified Reserves, To agree reserves accounts that can be returned to general reserves; To review capital budgets for 2022/23 and agree possible projects</p>	
	<p>Meeting Closed at 8.50 p.m. Appendix 1: Minutes of the meeting 25th October 2021 Appendix 2: Action List After Appendix 3: RFO’s Report Appendix 4: Admin and F&A Draft Budget 22-23 Appendix 5: Draft Committee budgets 22-23</p>	