

**Minutes of Histon & Impington Parish Council Finance & Assets Committee  
Monday, 10<sup>th</sup> January 2022 at 7.30pm at the Community Room at the Recreation Ground**

**Finance & Assets Committee Minutes**

Membership: 6 + 2

Quorum: 3

Appendices:

<b>Agenda No:</b>	Present: <b>Cllrs:</b> David Jenkins (Chairman) (JDJ), Brian Ing (BI), Geoff Moore (GM), Yvonne Murray (YM), Denis Payne (DP) Clerk for the meeting: Theresa King (RFO) <b>1 vacancy</b>	
<b>F21/052</b>	<b>To Receive Apologies for Absence</b> Cllr Davies (work) Cllr Stonham was absent.	
<b>F21/053</b>	<b>MEMBERS DECLARATIONS OF INTEREST</b> (for items on the agenda) Cllr Payne declared a pecuniary interest – item 21/059 – Director of CIC of HiHub	
<b>F21/054</b>	<b>PUBLIC PARTICIPATION</b> No members of the public were present.	
<b>F21/055</b>	<b>APPROVE MINUTES OF MEETING HELD 6<sup>th</sup> December 2021 (Appx 1)</b>	
<b>055.1</b>	Proposed Cllr Ing, seconded Cllr Payne, <b>all in favour to accept</b> minutes as a true record of the meeting on 6 <sup>th</sup> December 2021	
<b>F21/056</b>	<b>MATTERS ARISING</b>	
<b>056.1</b>	<b>To Review Matters Arising (Appx 2)</b> Action list was noted. RFO apologised for lack of progress on items due to work load. Cllr Jenkins suggested deadlines be extended on items, and proposed all items to be cleared by April 2022 meeting. Cllr Jenkins and RFO to meet in March to update and action anything outstanding before April meeting. Updates to be made as follows: <u>Item F21/023.1 Photographing of Burial register</u> - due to staff working from home and COVID restrictions, Cllr Ing suggested taking the registers home to photograph in order to complete the task. Committee this was a suitable solution, Cllr Ing to organise with staff for collection of registers. <u>F20/037.2 Three year plans</u> - with the formation of the new committee structure, it was suggested by Cllr Jenkins that the next meeting in April 2022 be used to review all three year plans, and ensure they were in the same format, so clear decisions could be made on projects to be completed in the new financial year. <u>Item F19/05.1 Asset Register</u> – Cllrs Murray and Moore to update for February 2022 for new committees to review, <u>Item F18/035.1 Security of assets</u> – Cllr Payne had provided an update. Cllr Payne said that in the process of the work, some land which had been thought of as PC land was found not to be registered with us, and that there were other small parcels of land where developers still owned the land but sometimes did not realise and therefore undertook no upkeep. Cllr Payne asked whether Full Council should be asked if they wished to acquire the land, at minimal costs. Cllr Ing suggested estimated legal costs and possible ongoing costs would be needed before a decision could be made, although Cllr Payne said that the current owners may pay any legal fees associated with it. Cllr Moore suggested that the current owners could also contribute towards ongoing costs such as maintenance, and that this would be a task that the new Highways and Infrastructure committee could be tasked to take on. RFO to update new Committee Chair before April 2022.	<b>Chair/RFO</b>  <b>BI/Staff</b>  <b>Next Agenda</b>  <b>RFO</b>
<b>F21/057</b>	<b>To set recommended Precept Request 2022-23 for Full Council meeting, due January 17th 2022. Request to be with SCDC by 24 January 2022 – (Appx 3)</b>  Cllr Jenkins and RFO presented individual Committee Budgets and summary report, and precept calculation report on screen. After the Critical Friend review, changes were made as follows: <b>Environment</b> – the review had not taken place, so RFO amended budget to reflect the	

	<p>F&amp;A committee request that it be reduced by £,4000 . RFO to send to Committee Chair and Cllr Murray for information;</p> <p><b>Highways</b> – Key Route Maintenance requested to be increased to £2,000 from suggested £1,000 by F&amp;A, to cover maintenance costs and reinstatement of Weedwhackers group or similar. Discussion on new Reserve requirement to be discussed when capital spend and new committee requirements discussed.</p> <p><b>Planning-</b> suggested nominal amount of £50 for Neighbourhood Plan costs allocated;</p> <p><b>Recreation</b> - no changes made.</p> <p>The tax base information as presented by South Cambs was queried as the figures did not seem to reflect the number of new properties in the villages, RFO to request a meeting with relevant officer to explain how figures are arrived at in more details, for April meeting.</p> <p>Cllr Jenkins questioned whether the budgets reflected the increases in fuel costs enough, whether there was a need to consider increasing charges or similar means to provide a buffer. Cllr Ing suggested it was not a short term issue, so whatever was actioned needed to be repeatable. Cllr Jenkins suggested that as new charges had not been implemented that these could be increased, Cllr Ing suggested that the increases remain as they are but that when users are informed of the new charges they are forewarned that the increases may be in double figures next year. All agreed to inform users that although charges are being held relatively low this year, that there may be a need to increase them considerably in future years to reflect cost increases. Rec Committee to action.</p> <p>Cllr Jenkins proposed, seconded by Cllr Ing and <b>all agreed in favour, to recommend 3%</b> increase to Full Council, resulting in a Precept request of £399,660.89 and a Band D payment of £119.89 p.a. from £116.35 p.a. in 2021-2022. Cllr Jenkins to produce report for Full Council.</p>	<p><b>RFO</b></p> <p><b>RFO/Next Agenda</b></p> <p><b>Rec Committee</b></p>
<b>F21/058</b>	<p><b>To undertake quarterly Review of Budgets including Section 106 funds and Specified Reserves (Appx 4 &amp; 5)</b></p> <p>The quarterly report of Budgets versus Actual was reviewed by the RFO and noted by the committee. The Section 106 summary was noted by the Committee.</p> <p><u>Specified Reserves Review:</u> the following were discussed and actions agreed.</p> <p><u>Reserve code 3337 Homefield Park Estate Railings.</u> Final work has been completed for some time with no invoice received, remaining project balance (£100) to be returned to general reserves;</p> <p><u>Reserve code 3336 Homefield Park Play Equipment £3,000.</u> As play equipment is no longer being considered for the park, agreed balance is transferred to general reserves for other possible capital projects;</p> <p><u>Reserve code 3339 Open Space Electricity £14,000.</u> Agreed funds transferred back to general reserves until a project is put forward which allows for consideration of new committees for reserve funding.</p> <p><u>Reserve Code 3338 Christmas Lights</u> to be removed as no funds in reserve.</p>	
<b>58.1</b>	<p><b>To review capital budgets for 2022/23 and agree possible projects</b></p> <p>As discussed in the review of matters arising, Cllr Jenkins recommended the new Committees present their capital spend/budgets requirements in a standard format for review at the April 2022 meeting. RFO to write to new committee chairs and inform them of decisions, once Chairs knows. All agreed to accept recommendation.</p> <p><b>Cllr Payne left the meeting</b></p>	<p><b>RFO</b></p> <p><b>RFO/ Committee chairs</b></p>
<b>F21/059</b>	<p><b>To discuss and agree funding contribution towards the HiHub project of delivering digital news to the community</b></p> <p>Cllr Murray outlined the project concerned. Hi Hub is looking to widen the spread of their information provision and promotion, with expertise growing alongside their input into the village. The plan is to develop the service of a digital noticeboard, placed in the window of Print-Out as a central village location, and currently the project team are looking at obtaining quotes for the new screens. They would like approval in principle from the</p>	

	<p>Parish Council, and in particular would like funding towards the purchase of the screen. Discussion followed, covering these items:</p> <ul style="list-style-type: none"> <li>• Would the Parish Council own the screen, as therefore the costs to the council would also need to include insurance and maintenance;</li> <li>• The screens would be used to promote businesses and groups in the villages, such as HI Friends, with HiHub as editor, but responsible to the Parish Council and any groups using the facility;</li> <li>• General approval of the idea of another environment to provide information;</li> <li>• Questions regarding whether council would want to contribute whilst having no editorial control;</li> <li>• More details required such as funding request value with data and details.</li> </ul> <p>Cllr Jenkins proposed that the group are informed that the Parish Council is very likely to be supportive of the project but that a full application would need to be seen and that this might also be a suitable time to open up discussion about how, without wishing to interfere with its editorial independence, HI HUB might be most supportive of community activities. <b>All agreed.</b></p>	
<b>F21/060</b>	<b>Date of next meeting(s) : 25th April 2022</b>	
<b>F21/061</b>	<p><b>How to Communicate 10<sup>th</sup> January 2022 F&amp;A meeting on website, and to request items for Next Agenda(s)</b></p> <p><b>Next Agenda:</b> To review capital budgets and reserves for 2022/23 and agree possible projects from new committees; To meet with SCDC officer to understand calculations of tax base as used in precept setting in more detail.</p>	
	<p><b>Meeting Closed at 8.50 p.m.</b>  <b>Appendix 1: Minutes of the meeting 6<sup>th</sup> December 2021</b>  <b>Appendix 2: Action List After</b>  <b>Appendix 3: Committee Budget requests.&amp; Precept calculations</b>  <b>Appendix 4: Quarterly Review of Budgets vs actual</b>  <b>Appendix 5: Review of Section 106 Funds and Specified Reserves</b></p>	