

NOTICE OF MEETING: **HISTON & IMPINGTON PARISH COUNCIL**
TIME: **7.30 p.m.**
DATE: **Monday 16th May 2022**
VENUE: Community Room, Recreation Ground, New Rd, Impington

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions would be appreciated

Mrs C M O'Brien – Clerk to Histon & Impington Parish Council
 11th May 2022

MEMBERS: 19

QUORUM: 7

ANNUAL GENERAL MEETING
AGENDA FRONT SHEET

Refreshments served from 7pm		
22/001	<p>To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office</p> <p>To elect the Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office</p> <p>Delivery of Acceptance of Office forms by other Councillors</p> <p>Register of Interests must be completed within 28 days</p>	<p>For decision</p> <p>For decision</p>
22/002	To receive and approve apologies for absence	
22/003	<p>To receive declarations of interests and dispensations</p> <ul style="list-style-type: none"> - To receive declarations of pecuniary interest from Councillors on items on the agenda - To receive written requests for dispensations for disclosable pecuniary interests (if any) - To grant any new requests for dispensation as appropriate 	
22/004	<p>Date(s) of next Committee Meetings</p> <p>Available on the website www.hisimp.net</p>	
22/005	<p>Public Participation</p> <p>To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda</p>	<i>15 mins</i>
22/006	To approve minutes of Meeting held 21st March 2022 - <u>attached</u>	For decision
22/007	<p>Matters Arising from previous meetings – for information only</p> <p><u>Actions List</u> - Any other matters arising <u>attached</u></p>	<p><i>10 mins</i></p> <p>To note only</p>

22/008	<p>To accept Committee Reports, to note actions</p> <p>Planning Committee - draft minutes 5th April, 26th April 2022 <u>attached</u>. Next meeting due 17th May (election of Committee Chair)</p> <p>Finance & Asset Committee – draft minutes 3rd May 2022 <u>attached</u>. Next meeting due 23rd May (election of Committee Chair), 27th June 2022</p>	<p>5 mins</p> <p>To note</p>
22/009	<p>To Review and Accept</p> <ul style="list-style-type: none"> • Delegation arrangements to committees, sub committees, staff and other local authorities – see agenda report <u>attached</u> • Terms of Reference for Committees – <u>attached</u> to be reviewed and accepted at relevant Committee meetings 	<p>5 mins</p> <p>For decision</p>
22/010	<p>To confirm appointment:</p> <p>Proper Officer –Mrs C M O'Brien Responsible Financial Officer – Mrs T King Internal Auditor – Heelis and Hodge – Heather Heelis</p>	<p>5 mins</p> <p>For decision</p>
22/011	<p>To appoint members to serve on the under mentioned existing Committees</p> <ul style="list-style-type: none"> • Employment & Transformation – 5 + 2 ex officio • Finance, Governance & Legal – 6 + 2 ex officio • Land, Assets & Infrastructure 6 + 2 ex officio • Nature & Biodiversity – 6 + 2 ex officio • Planning & Development Consultation – 8 + 2 ex officio • Wellbeing, Recreation & Leisure – 6 + 2 ex officio <p>To receive nominations for Officers:</p> <ul style="list-style-type: none"> • Allotment • Rural Footpaths • Playground and open space Inspector • Tree Warden • County Council Highways Co-Ordinator • Youth Liaison <p>To appoint members, including Convenors, to serve on the under mentioned Working Groups and Task & Finish Groups as required:</p> <ul style="list-style-type: none"> • Newsletter Editorial Team • Forum Task & Finish • Youth Shelter Task & Finish • Cambridge Science Park North (CSPN) 	<p>20 mins</p> <p>For decision</p> <p>For decision</p> <p>For decision</p>
22/012	<p>To Review and Accept (report attached)</p> <ul style="list-style-type: none"> • and adopt appropriate Standing Orders and Financial Regulations • Arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses • Representation on or work with external bodies and arrangements for reporting back • Inventory of land and other assets including buildings and office equipment 	<p>15 mins</p> <p>All For decision</p>

	<ul style="list-style-type: none"> • Arrangements for insurance cover in respect of all insurable risks • Council's and/or staff subscriptions to other bodies • Council's complaints procedure • Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation • Council's policy for dealing with the press/media • Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence 	
22/013	To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council; to determine scheduled dates for Committees up to the next annual meeting - <u>attached</u>	To note
22/014	To receive Reports <ul style="list-style-type: none"> • Annual and/or monthly reports from County and District Councillors – <u>attached</u> • Clerk's Report – <u>attached</u> • Internal Auditor's Report – <u>attached</u> 	<i>10 mins</i> To note and accept as read
22/015	To Receive Finance & Administration Report <ul style="list-style-type: none"> • To note retrospective payment of accounts for end March 2022 and April 2022 under delegated approval - see RFO Report <u>attached</u> • To note payment of accounts under delegated approval • To approve payment of outstanding accounts due – see RFO Report <u>attached</u> • To report on amounts paid in and other correspondence • To note completion of Risk Assessment Review April 2022 • To approve continuation of Direct debits for 2022-23 <u>attached</u> 	<i>10 mins</i> For decision For decision
22/016	To receive Recent Correspondence Connections Bus Project Termly Report - <u>attached</u>	<i>5 mins</i>
22/017	Other Matters	<i>5 mins</i>
017.1	Amendment to Allotment Rules for both sites – to include wording: 'Plots to only be offered to residents of Histon and Impington'	For decision
017.2	Resolution: To Reconfirm Use of General Power of Competence: - agreeing that Council has the required electoral mandate (2/3 of the total number of members elected) - and that the Clerk holds the Certificate in Local Council Administration, passed in October 2014	For decision
22/018	How to Communicate This Meeting and To request Matters For Next Agenda Next Agenda: Amendments to Unity Trust Bank Mandate To accept draft Annual Parish Meeting minutes To accept Annual Governance and Accountability Return Half Yearly Donations Requests	For decision
22/019	Next scheduled Full Council: Monday 20 June 2019 7.30 p.m. - Recreation Centre, Recreation Ground, New Road, Impington	