

**Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee
Monday 25th September 2023 at 7.30pm at the Community Room at the Recreation Ground**

Finance, Governance & Legal Committee Minutes

Membership: 6 + 2

Quorum: 3

Appendices: 8

Agenda No:	Present: Cllrs Yvonne Murray (Vice Chair). Neil Davies, Denis Payne Clerk for the meeting: Theresa King (RFO) 2 vacancies	
	Due to Cllr Stonham being unavailable, Cllr Murray, as Vice Chair, chaired the meeting.	
F23/030 031.1	To Receive Apologies for Absence Cllr Legge (personal), Cllr Leonard (absent), Cllr Stonham	
F23/031 031.1	MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) Cllr Davies – 035.4 Friends of Histon & Impington Community – Charity Manager Cllr Payne – 035.4 Friend of Histon & Impington Community – spouse paid employee of HI Friends	
F23/032 032.1	PUBLIC PARTICIPATION No members of the public were present.	
F23/033 033.1	APPROVE MINUTES OF MEETING HELD 31st July 2023 (Appx 1) Proposed Cllr Murray, seconded Cllr Davies, 1 abstention. As abstention made committee non quorate, minutes to be approved at next meeting.	Next meeting
F23/034 034.1	MATTERS ARISING Agenda List after meeting 310723 circulated (Appx 2). Report noted, items discussed as follows: <u>Item 35.1 Archiving</u> – RFO to ascertain if minutes re located centrally and Office staff to action sending to county archives. <u>F21/009.2 Wayleave</u> – Cllr Payne suggested this should be investigated more as may provide additional income.	Office Office
F23/035 035.1 035.2 035.3 035.4	To receive, Review and Accept RFO's Report (Appx 3) RFO noted bank balances and interest rates. Full investment review to take place as part of budget setting process. Half yearly Review of Budgets against spend (Appx 4) Report noted. RFO to circulate half yearly reports to Committees to support budget setting process. RFO notes some areas of reduction in income and increases in expenditure on the RFO report. Half yearly review of Reserves and Spend including Section 106 (Appx 5) Report noted. RFO highlighted level of spend of Section 106 funds. To receive Funding Request for 24-25 for HI Friends Letter regarding possible funding for 24-25 financial year outlined possible request from HI Friends, for consideration in budget setting. Request noted.	RFO
F23/036 036.1	Capital Projects and Spend To review capital budgets and spending for 2023/24 and receive capital projects and to	

	<p>agree to return reserve for LHI bid for 23-24 to General Reserves (Appx 6)</p> <p>Return of LHI 23-24 reserve to general reserves, proposed Cllr Murray, Seconded Cllr Davies, all in favour and approved.</p> <p>RFO highlighted level of spend and agreed spend on capital items compared to set budget for 23-24 financial year, being £55K for capital projects, £45k reserve spend and £15K contingency, making a total of £115K. RFO also noted that report did not include additional spend for items which were in the planning stage that would be needed for health and safety issues, such as the tree works, replacement fire panel in the Pavilion and work on the doors and windows in the Community Room. Cllr Payne queried if spend for Abbeyfields was any longer required and agreed to investigate further to confirm. Cllr Payne and Stonham had worked on figures provided to create scenarios for future year precept settings and the impact that continued high spending would have on reserves, and this was discussed by the Committee.</p> <p>The committee agreed that they should recommend to Full Council to shift focus to three-year plans and pause any major new capital spend outside of mandatory maintenance and health and safety spend that had not already been agreed for the current financial year. The development of long-term plans would allow for a better financial strategy to be developed, with possible consultation with the community on future projects and the funding of these, especially if this would result in large rises in precept figures. RFO to draft statement and circulate for all Committee members for comments and final statement to be circulated to all Councillors prior to being included in October Full Council meeting.</p>	
036.2	<p>To finalise updated Capital Bid process</p> <p>Item deferred to next agenda.</p>	<p>DWP</p> <p>RFO, Full Council</p> <p>Next Agenda</p>
F23/037	<p>24-25 Budget planning</p>	
037.1	<p>To consider 2024/2025 budget and precept timetables, including capital budgets for 2024/2025</p> <p>RFO to supply each Committee with budget sheets for 24-25 as soon as possible. Committees to be advised that budget requests should be returned to RFO by end of November 2023 for consideration at the December 2023 FGL meeting. Committees must also supply draft three-year plans at the same time. Because of timescales there will not be the chance to consult with the community for 24-25 but having three-year plans will allow this in future.</p> <p>Proposed Cllr Murray, seconded Cllr Payne for all committees to follow above timetable, all in favour.</p>	RFO
037.1	<p>To agree timing and information to be sent to Committees regarding budget planning and to request Committees to create three-year plans</p> <p>Cllr Murray proposed that as discussed in item 036.1, statement to be circulated to all Councillors to advise of FGL Committee recommendation regarding capital spend for 23-24 financial year. Statement to be brought to October Full Council meeting for approval. Draft three-year plans to be requested for budget setting in December. Seconded Cllr Payne, all agreed.</p>	
F23/038 038.1	<p>To review Financial Risk Management Plan and agree (Appx 7)</p> <p>Cllr Payne suggested the Risk Assessment rating and Review columns should be updated and suggested adding in a risk and impact matrix in order to give a better view of the risks and their impacts on the Council. RFO to amend and bring to next meeting.</p>	RFO Next Agenda
F23/039 039.1	<p>To agree a Website Action Plan (Appx 8)</p> <p>Item deferred to next Agenda.</p>	Next Agenda
F23/040 040.1	<p>To further review scope and objectives of committee and agree Terms of Reference</p> <p>Item deferred to next Agenda.</p>	Next Agenda

<p>F23/041</p> <p>041.1</p> <p>041.2</p>	<p>To receive update on central database to record projects and project leaders and agree next steps</p> <p>Item deferred to next Agenda.</p> <p>To review grant and donations policy with recommendation for Full Council</p> <p>Item deferred to next Agenda.</p>	<p>Next Agenda</p> <p>Next Agenda</p>
<p>F23/042</p> <p>042.1</p>	<p>Other Matters</p> <p>To agree to spend £1,280 to effect repairs at the Crossing at the Green, brought to this agenda due to the time sensitive nature of the project.</p> <p>The area at the crossing on the Green was dug up and plastic grids installed with the aim of encouraging grass growth whilst giving the area some resistance to wear and tear, but this has not succeeded. The ground staff believe that the plastic tiles are not like those used for safety surfaces and do not allow for good root growth of the grass, and the hardcore layer beneath is too deep for the grass to find purchase. It is also felt that the use of the crossing has decreased. The proposal is to remove the tiles and reduce the hard core, then top up with soil and reseed. It is proposed to use the hardcore removed on other projects and the plastic tiles will also be retained for other sites. The autumn is the ideal time of year for planting grass seed and the ground staff wish to proceed as soon as possible for this reason. The project will be publicised so the community is aware.</p> <p>Two quotes received: Contractor 1 £1,280 without VAT and Contractor 2 £3,950.00 + VAT</p> <p>Proposed Cllr Payne, seconded Cllr Davies, all agreed to proceed with the work with Contractor 1.</p>	
<p>F23/043</p>	<p>How to Communicate 25th September 2023 FG&L meeting on website</p> <p>Cllr Murray to draft item to highlight use of three year plans and budgeting process.</p> <p>Items for next agenda: To finalise Capital Bid Process; To agree Financial Risk Assessment Plan; To agree a website Action Plan; To further review scope and objectives of committee and agree Terms of Reference; Review of Grant and Donations Policy; Central Database recording.</p>	
<p>F23/044</p>	<p>Date of next meeting(s): 4th December 2023, 8th January 2024 (precept setting), 15th April 2024</p>	
	<p>Meeting Closed at 8.42 p.m.</p> <p>Appendix 1: Minutes of the meeting 31.07.23 Appendix 2: Agenda list after 31.07.23 Appendix 3: RFO's Report Appendix 4: Half yearly Review of Budgets against spend Appendix 5: Half yearly review of Reserves and Spend including Section 106 Appendix 6: General Reserve Spend report Appendix 7: Financial Risk Management Plan Appendix 8: Website Action Plan paper</p>	