

NOTICE OF MEETING: **FINANCE, GOVERNANCE & LEGAL COMMITTEE**
TIME: 7.30 p.m.
DATE: **Monday 4th December 2023**
VENUE: Recreation Ground Community Room
 Mrs T J King, RFO to Histon & Impington Parish Council
 November 2023

MEMERS: 6 + Ex-officio

QUORUM: 3

T.J. King

	Elected Members : Cllrs Neil Davies, David Legge, James Leonard, Denis Payne Ex-officio: Yvonne Murray (Deputy Chair), Edd Stonham (Chair) Clerk: Theresa King (RFO) 2 vacancies	
F23/045	To Receive Apologies for Absence	
F23/046	To Receive Declarations of Interest Councillors to declare any pecuniary or non-pecuniary interest on any items on the agenda	To note
F23/047	Public Participation To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda	
F23/048	To approve minutes of meetings held: ➤ 31 st July 2023 -attached ➤ 25 th September 2023 - attached	For decision
F23/049	To Review Matters Arising ➤ Agenda List after – <u>attached</u>	To note
F23/050	To Receive, Review and Accept: ➤ RFO's Report - attached	To note
F23/051	Transparency code ➤ To agree that the Committee acknowledges that, since Council turnover exceeds £200K, the requirements of the Local government transparency code 2015 apply. The first publication to meet the annual requirements will be in April 2024. Publication to meet the quarterly requirements will be January 2024, if judged feasible and appropriate, but will be April 2024 at the latest.	For decision
F23/052	➤ To create a policy and process for setting up of reserves - draft attached ➤ To review current reserves and funds in line with new process	For decision For decision
F23/053	➤ To agree to engage agency workers for three months from January 2024 in order to enable a smooth handover between groundstaff and provide support whilst positions are filled	For decision

	<ul style="list-style-type: none"> ➤ To approve spend to engage a surveyor to undertake a survey of 12 New Road, delegated to Office staff to engage surveyor, up to a budget of £1,000 plus VAT 	For decision
F23/054	Budget setting <ul style="list-style-type: none"> ➤ To review and agree Finance, Governance & Legal budget ➤ To review First Draft of Committee Budgets and Requests to Date for Precept, including Capital Spend projects 	For decision For decision
F23/055	How to Communicate 4th December 2023 FG&L meeting on website, and to request items for Next Agenda(s) Website: Items for next agenda: To finalise updated Capital Bid process; Financial Risk Management Plan; To agree a Website Action Plan; To further review scope and objectives of committee and agree Terms of Reference; To receive update on central database to record projects and project leaders and agree next steps; To review grant and donations policy with recommendation for Full Council	
F23/055	Date of next meeting(s): 8th January 2024 (precept setting), 15th April 2024	

**Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee
Monday 31st July 2023 at 7.30pm at the Community Room at the Recreation Ground**

Finance, Governance & Legal Committee Minutes

Membership: 6 + 2

Quorum: 3

Appendices:

Agenda No:	Present: Cllrs Edd Stonham (Chair), Yvonne Murray (Vice Chair). David Legge, Neil Davies, James Leonard Clerk for the meeting: Theresa King (RFO) 2 vacancies	
F23/018 018.1	To Receive Apologies for Absence Cllr Payne - personal.	
F23/019 019.1	MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) Cllrs Stonham declared non-pecuniary interests in item 025.2 as Trustee of HI Friends, Charity Trustee of HI Pump Track. Cllr Davies declared a pecuniary interest in item 025.2 as Charity Manager of HI Friends.	
F23/020 020.1	PUBLIC PARTICIPATION No members of the public were present.	
F23/021 021.1	APPROVE MINUTES OF MEETING HELD 17th April, 22nd May 2023 (Appx 1) Minutes of the meeting held 17th April 2023 - proposed Cllr Leonard, seconded Cllr Murray, all in favour to accept minutes as a true record of the meeting on 17 th April. Minutes of the meeting held 22nd May 2023 - proposed Cllr Murray, seconded Cllr Leonard, all in favour to accept minutes as a true record of the meeting on 22 nd May. Chair to sign at a later date.	
F23/022 022.1	MATTERS ARISING Agenda List after meeting 17 th April 2023 circulated (Appx 2). Report noted, items discussed as follows: <u>F23/006.1 S106 funds nearing end dates</u> : RFO had delayed circulation of report to councillors in order to update values as several projects had used Section 106 funds between April meeting and July meeting. <u>F21/037.1 Investment review</u> : Review to be conducted as part of the 3-year plan and budgeting process for the setting of precept so that funds are available where necessary. Remove item and add as fresh item to be included when budgeting process begins.	RFO
F23/023 023.1	To review scope and objectives of committee, and review and accept Terms of Reference including Asset Management (Appx 3) Cllr Payne provided feedback by email as below, read out by RFO: "These are very heavily (almost exclusively) focussed on financial matters. Furthermore, there's a repeated use of the word "oversee" - which is possibly open to interpretation and should be spelt out as to what it means. The agenda item refers to scope and objectives yet what we have is actually a list of powers. At one time we were working to a document from David Jenkins which may (or may not) help. That particularly carried a set of performance or success criteria. I really don't think we ought to agree these terms of reference for the long term. We need to be clear (as to agenda) as to scope, objectives (/performance) and then tasks/powers." RFO to circulate document mentioned by Cllr Payne. Further discussion covered: <ul style="list-style-type: none"> • Committee members agreed that more refinement was needed, • Members felt that certain areas needed more details on how particular powers would be achieved; • Some standard terms applied to all committees and should be included; • Asset register already in terms, as no longer coming under former Land, Assets and Infrastructure committee; 	RFO

	<ul style="list-style-type: none"> Committee members questioned whether certain powers should be allocated to owners such as the RFO. <p>Cllrs Stonham and Murray to review and present reviewed version for next meeting, possibly meeting with Cllr Payne to discuss.</p>	Next agenda
F23/024	To Receive, Review and Accept	
024.1	<p>Internal Auditor's report (Appx 4) Cllr Payne provided feedback by email as below, read out by RFO: "My congratulations on: <i>There are no additional comments/recommendations to make in relation to this audit. I would like to record my appreciation to the Clerk and RFO to the Council for their assistance during the course of the audit work and the quality of documentation presented for the audit.</i></p> <p>I'm disappointed that we haven't been able to close down the charity (which isn't a charity, anyway). Can we set a target to complete this (by the end of the Council year??) There's an error in the arithmetic on fidelity cover - it ought to be £1,173,600 - can you confirm that that is what we're carrying? Transparency code, AGAR - in your RFO report I was surprised that the level of reserves was found acceptable."</p> <p>RFO explained that Clerk had requested charity be closed by Charity Commission but no update received as yet. RFO to progress. RFO confirmed fidelity cover had been increased as advised by Heelis and Hodge report to £967,806. Report noted by all. Other items addressed in RFO report.</p>	RFO
024.2	<p>RFO's Report (Appx 5). Report noted by all. Cllr Payne provided feedback by email as below, read out by RFO: "Internal audit report - transparency code. We need to comply with the code (particularly if we are going for LCAS Gold) so yes, we ought to be publishing the necessary information. I would have hoped/expected our accounts package would deliver this easily. Fidelity - what is the actual figure (in numbers) Accounts/Interest: I would suggest that we should close the Scottish Widows a/c unless there is some outstanding reason for holding it. And that, pending more work, we should move the Cambridge monies to another account giving us (target) twice that rate of return. May not be easy, but it's poor compared with a number of other banks/building societies etc. We do need a proper review of our investments however, before we lock them up in notice accounts or other illiquid forms of investment, we need to understand what we're going to spend over the next 3 / 5 years. We need to have figures from the committees what their capital spending (or major divergence from BAU revenue) are expected to be."</p> <p>RFO outlined plans to review other recommendations from the Internal Auditor's report including updating the Financial Risk Assessment, moving the AGARs onto the new website, and reviewing transparency code for what was required to be published. RFO to action. Fidelity figure increased to £967,806 as per auditor's report, if Council wish to increase this it can be actioned, but bank balances now below the higher figure.</p> <p>With regard to cash payments still being able to be processed, Cllr Leonard asked if any cash transactions were still taken, and whether there should be a cashless policy introduced. RFO explained that although little or no cash transactions were processed, the option was still being provided by Unity Trust and it was felt that the facility allowed for the occasional cash booking to be taken. RFO stated that no card transactions had been turned away, that all payments by BACS had worked successfully even in the case of short notice bookings.</p> <p>Committee agreed with RFO and Cllr Payne that investment changes needed to be considered in light of budgeting and three-year plans, but the Committee felt that the Instant Savings Account with Unity Trust would allow better returns on some monies while the budgeting process was underway. RFO to progress opening account.</p>	RFO
024.3	<p>Quarterly Review of Budgets against spend (Appx 6) Report noted and accepted. RFO to circulate to Committees so they have understanding of</p>	RFO

024.4	<p>where spend is for their committee. RFO highlighted that some budgets are distributed variably across the year because they are seasonal, so the total underspend reflects this and also additional income received this financial year against invoices which were generated in the last financial year.</p> <p>Quarterly review of Reserves and Spend including Section 106, including decisions on any reserve top ups needed (Appx 7)</p> <p>Report noted and accepted. Committee agreed to review reserves top ups as part of review of capital spend and consider in light of budget request for 3-year plans in terms of what needed to be topped up.</p>	
<p>F23/025</p> <p>025.1</p> <p>025.2</p> <p>025.3</p>	<p>Capital Projects and Spend</p> <p>To review capital budgets and spending for 2023/24 and receive capital projects (Appx. 8) RFO presented report detailing payments already made for projects, and projects where budgets had been agreed but project not yet moved forward. Report identifies where the funding would be taken from, Specified Reserves, Section 106 monies or General Reserve and includes committee in charge of project and minutes where item was agreed – committee requesting project to be added to all of report.</p> <p>RFO noted that at 2023-2024 Precept setting, the figures for capital projects were outlined as £15K for contingency, £55K for capital projects and £45K from reserves, totalling £115K for the financial year. Report shows that monies already spent (£39, 393.39) plus agreed spends (£106, 789.50) already totals more than this. Therefore, new projects need to be considered carefully for budgeting purposes.</p> <p>Committee requested report be circulated to all committees, with request to consider what future projects were being discussed and inform RFO so they can be added to future projects list for consideration. Outline budget figures for each project required, and financial year considered for project, taking into consideration that amount set at precept has already been exceeded. Cllr Murray notes the increase in the delivery of projects this year and the benefit of being informed of projects earlier than in the past. Cllr Murray also commented that reports such as this enabled committees to look at funding in order to make more informed decisions, therefore developing governance to oversee the spend.</p> <p>Committee also discussed the need to look at the lifetimes of projects in terms of which financial years they would cover and that this needed to be reviewed on a regular basis. The committee felt the report should separate discretionary project spends from operational spends such as container purchase. RFO to amend report. Committee also suggested new projects may need to allow time to consult residents, and that care should be taken as to how a project is described. Cllr Legge requested that projects where there is no cost to the PC, such as 20 mph limit across villages, should also be added. This allows the information to be used to test the projects database. RFO to also circulate S106 sunset dates as now updated.</p> <p>To agree process for funding of third party service providers, alongside grant and donations policy with recommendation for Full Council</p> <p>Cllr Stonham presented updated draft paper for consideration and comment. Cllr Davies commented as follows that it might be difficult to provide budget plans by 1st September as sometimes trustees may need to review before submission which takes time - suggested change to “3 year plan is preferred.” Cllr Leonard suggested the forms need to be practical, so, for example, a person providing a service may need to forecast how cost increases might affect them over the three years, and therefore provide information on who takes risk if they go over the budget amount applied for. RFO circulated Service Level Agreement (SLA) with HI Friends which had been agreed, which could be used as a possible template where required. Cllr Legge requested SLA anonymised then circulated for review. Proposed Cllr Legge, seconded Cllr Murray, all in favour for Cllr Stonham to update with changes and present to Full Council for consideration.</p> <p>To review and agree Capital Bid process Further work had been completed by Cllr Stonham and Cllr Murray, in association with item</p>	<p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p> <p>Full Council</p>

	026.1 but further work was needed to test the process. Cllrs Stonham and Murray to present at next meeting. Cllr Stonham confirmed that this process would be for projects that are the exception rather than the rule, thereby tightening up the budget processes so this is one off process, for out of budget spends/expenses.	Next agenda
F23/026 026.1	To review creation of a central database to record projects and project leaders Cllr Stonham explained that work had been going on in the background to tune ideas. Forms had been created that could be used to record items, ready for testing with office staff. Process allows the creation of Excel sheets and information on SharePoint, so items can be seen and progress tracked. This needed to be tested with existing projects, Cllrs to work with staff in August to test then fine tune and present to Full Council,. The process will allow the collection of any estimated costs, and donations would be part of it as would Third Party requests, tying all elements of projects together. It would also assign owners to projects, and provide information to any committee affected. Once tested, this would be brought to Full Council for September.	Full Council
F23/027 027.1 027.2	Other Matters To consider request from first responder regarding vehicle contribution. Cllr Payne apologised via email to Council and the first responder that this was not brought to Council earlier. RFO outlined request from resident. Committee felt that this was not something the Parish Council could help with but that the resident should investigate options with the First Responder Service provider and seek advice from them. Proposed Cllr Davies, seconded Cllr Leonard, all in favour to decline request. RFO to respond. To agree to additional funding for clearance of allotment plots at Gatehouse Road: budget of £2,000 already agreed, request for additional £1,760.00 to allow work to be completed before new allotment rent year begins. RFO verbally updated committee on request for extra funding as more plots were being cleared, which would then allow more plots to be rented. Proposed Cllr Stonham, seconded Cllr Murray, all in favour to approve.	RFO
F23/028	How to Communicate 31st July 2023 FG&L meeting on website Chair and Vice Chair to draft communication. Items for next agenda: To review and agree Financial Risk Assessment Plan; To further review scope and objectives of committee and agree Terms of Reference; To finalise Capital Bid Process; Review of Grant and Donations Policy; Central Database recording.	
F23/029	Date of next meeting(s): 25th September 2023	
	Meeting Closed at 9.03 p.m. Appendix 1: Minutes of the meeting 17.04.23 and 22.05.23 Appendix 2: Agenda list after 17.04.23 Appendix 3: Terms of Reference Appendix 4: Internal Auditor's Report Appendix 5: RFO's report Appendix 6: Quarterly Committee Budget vs Spend report. Appendix 7: Quarterly review of Reserves and spend Appendix 8: Capital Budgets and spending and projects list.	

**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>	

Agenda Item

Minute Number	Agenda date	Subject	Action	Action By	By When	Status
35.1		Archiving	Consider for vestry and early HPC mins	Office staff	Mar-24	Confirm minutes in one location then send to County for storage.
F21/009.2		Wayleave granted to Cambridge Cable	Wayleave agreed in 2010 for 7 years, with compensation, not reviewed since. To be investigated by office staff	Office	Mar-24	
F22/008.1		Review SLA agreements	Review and align for HI Friends, Age UK and Connections Bus project	RFO/Clerk groups	Mar-24	SLA for other groups in line with new process
F22/009.2		Purchase Card Reader		Office Team		No action taken
F23/023.1		Terms of Refence for new committee	Modify and draft new version	ES, YM	Jan-24	Not reviewed in Sep 23, review in Dec 23
F23/024.1		Financial Risk assessment - update and approve		RFO	Jan-24	Draft version circulated. RFO to review and add in risk matrix.
F23/024.1 /038.1		Transparency code/Publication		RFO	Mar-24	Review and decide on next steps - December agenda item
F23/024.1		Closure of final charity		RFO/Clerk		Work underway to close
F23/041.2		Open Unity trust Instant Savings Account		RFO		COMPLETED
F23/025.3		Capital Bid process		YM, ES	Jan-24	
F23/026.1		Creation of a central database to record projects and project leaders		YM, ES	Jan-24	Testing planned but not undertaken therefore not presented to Full Council

**HISTON & IMPINGTON PARISH COUNCIL
RESPONSIBLE FINANCIAL OFFICER'S REPORT**

REPORT TO:	Finance & Assets Committee	29th November 2023
AUTHOR/S:	Theresa King, RFO	

50.1 RFOs Report

➤ **Current interest rates and Bank balances** as at 29.11.23 supplied by RFO

Bank Account	Balance	Rate	Notes
Scottish Widows	4,263.67	1.05%	Interest added quarterly
Cambridge & Counties	466,872.45	4.5%	27.09.23 4.5% 09.08.23 to 26.09.23 4.3% Interest is added annually at end of April
Cambs Building Soc	269,621.28	1.5%	90-day notice. Interest is added annually at end of December
Unity Trust Bank	279,918.60		Current Account
Unity Trust Online Savings	0.00	0.00%	Online Savings.
TOTAL	1,020,676.00		

➤ **Changes to Scribe Account Code structure**

When I set up Scribe, I copied the account code structure from the old system, including creating some accounts for current assets and current liabilities, which were needed for the other system. These have had no transactions in them at all so I intend to remove them in December.

Reserves Policy

Adopted: December 2023 (Finance, Legal & Admin Committee F23/052.1)

Reviewed: xxx(Full Council)

Review Date: xxxxx

1. A named/nominated/restricted reserve is created and maintained solely for the following reasons:
 - as a result of a legal obligation, such as those for Section 16 funds or where the monies can only be spent on specific items, and which, in the case of S106, have specific time limits;
 - for specific projects: where a definite project exists where building up a reserve over a period of time is pragmatic and sensible;
 - smoothing of spend: where it is recognised that spend will be needed, but there's no clarity on when or how much, and the reserve is built up to cover costs. This would include sinking funds for items such as machinery replacement, sports surface resurfacing and play equipment replacement.
2. Where a project ends or does not start and has a named reserve, that reserve will be returned as soon as practicable to general reserves.
3. The creation of a new reserve must be requested of Finance, Governance and Legal Committee, as should the allocation of funding for the reserve.

Please note: in the existing Borrowing, Precept increases policy, the following are outlined:

Use of reserves

The Council has a wide range of established reserves, established for specific projects, as well as general reserves. Some projects have established reserves, some do not. Furthermore, if we are looking at projects that will take on extended loans being paid back over a number of years, there will be projects that haven't yet come forward - and established reserves and access to general reserves must be possible for these.

Policy 3: Use of reserves

If a project has nominated reserves, then no contribution can be made from other (including unallocated/general) reserves.

Policy 4: Public consultation

If the total costs of a project will increase the precept by more than 10% per year, then it must be subject to clear public consultation (across the whole community) and receive the support of more than 60% of the vote

Earmarked Reserves	Opening Balance	Transfers	Spend	Receipts	Current Balance	Notes
3010 Community Facilities	141,553.44	0.00	0.00	0.00	141,553.44	fund that was set up to reserve monies for facilities at Milton Road and Bypass farm, or another major development
3020 Community Services	0.00	0.00	0.00	0.00	0.00	
3030 Community Space Reserve Fund	2,000.00	0.00	0.00	0.00	2,000.00	Money was spent for some projects from general reserves, but it was then clarified that Section 106 funds could have been used. Funds were put into separate reserves from the Section 106 funds so they were available to spend appropriately.
3040 Public Open Space Reserve Fund	890.00	0.00	0.00	0.00	890.00	Money was spent for some projects from general reserves, but it was then clarified that Section 106 funds could have been used. Funds were put into separate reserves from the Section 106 funds so they were available to spend appropriately.
3200 War Memorial	0.00	0.00	0.00	0.00	0.00	
3220 Burial Ground Improvements	6,000.00	0.00	0.00	0.00	6,000.00	
3240 Land Fund	32,638.47	0.00	0.00	0.00	32,638.47	This reserve was built up of the following: from the developer of Ambrose Way £17,888; Wayleave legal agreement £3,750; Strategic land purchase £3k; Allotment acquisition £6k; Manor Field £2k.
3260 LAI - LHI bid 21-22	15,000.00	0.00	0.00	0.00	15,000.00	
3261 LHI Bid 23-24	15,000.00	-15,000.00	0.00	0.00	0.00	
3400 Brook Improvements	16,393.19	0.00	1,579.19	0.00	14,814.00	
3600 Skatepark Provision	15,075.00	0.00	0.00	0.00	15,075.00	
3610 Machinery Replacement	18,652.68	0.00	5,506.80	0.00	13,145.88	
3620 Sports Courts	16,095.00	0.00	0.00	0.00	16,095.00	
3630 Play Equipment	6,000.00	0.00	0.00	0.00	6,000.00	
3640 Facility Improvement inc. Fence	14,741.48	0.00	0.00	0.00	14,741.48	
3650 Drainage	0.00	0.00	0.00	0.00	0.00	
3800 Histon Public Open Space	3.87	0.00	3.87	0.00	0.00	
3810 Histon Comm Facility Indoor Meet Space	3,833.65	0.00	0.00	0.00	3,833.65	
3820Histon Off Site OS Commuted	2,518.68	0.00	0.00	0.00	2,518.68	
3830 Histon Public Art	0.00	0.00	0.00	0.00	0.00	
3840 Histon Sports Facilities & Space	5,247.96	0.00	0.00	0.00	5,247.96	
3850 Histon Children's Play Spaces	2,715.81	0.00	0.00	0.00	2,715.81	
3860 Histon Allot & Comm Orchards	0.00	0.00	0.00	0.00	0.00	
3870 Histon Green Infrastructure	0.00	0.00	0.00	0.00	0.00	
3900 Impington Public Open Space	60,226.44	0.00	54,187.01	0.00	6,039.43	
3910 Impington Comm Facility- Indoor Meet Space	60,622.55	0.00	4,947.00	0.00	55,675.55	
3920 Impington Off Site OS Commuted	0.00	0.00	0.00	0.00	0.00	
3930 Impington Public Art	36,447.42	0.00	0.00	0.00	36,447.42	
3940 Impington Sports Facilities & Space	16,387.23	0.00	1,094.42	0.00	15,292.81	

3950 Impington Children's Play Spaces	36,723.52	0.00	0.00	0.00	36,723.52
3960 Impington Allot & Comm Orchards	0.00	0.00	0.00	0.00	0.00
3970 Impington Green Infrastructure	0.00	0.00	0.00	0.00	0.00
Total Earmarked	524,766.39	-15,000.00	67,318.29	0.00	442,448.10
Histon S106 funds	524,766	-15,000.00	67,318.29	0.00	14,316.1
Impington S106 Funds					150,178.73
Total S106 funds					164,494.83