



<p><b>006.2</b></p> <p><b>006.3</b></p>	<p>monies added in for LHI projects and reductions from transfers to the General Reserve Fund. RFO noted the majority of spend from reserves was from Section 106 funds, which will not be topped up quickly.</p> <p><b>End of Year Committee Budget vs Spend interim report (Appendix 4)</b></p> <p>RFO reviewed highlights of spend as detailed in report. Noting reduction in income from some sports usage, highlighted need for analysis of income from Sports Clubs against costs going forward.</p> <p><b>End of Year review of Capital Spend (Appendix 5)</b></p> <p>Substantial spend of capital noted for the year, not all agreed spend had happened so this needed to be accounted for in the 2024-2025 spending. Spending very close to targeted spend. Committee expressed thanks to RFO for keeping track of spend.</p>	
<p><b>F24/007</b></p> <p><b>007.1</b></p> <p><b>007.2</b></p> <p><b>007.3</b></p>	<p><b>Budgets 24-25</b></p> <p><b>To review 2024-2025 budgets and confirm figures for each committee</b></p> <p>RFO verbally outlined changes made to original budget submissions from three-year plans submitted by Committees in order to facilitate precept setting, and more realistic figure amended for income from interest, following year end balances review. One adjustment was to the Land Fund Reserve top up which had been requested by HDFS Committee, after the FGL Committee had decided to transfer funds in this reserve to general reserves. RFO noted HDFS had seen fund as being for the purchase and improvement of Parish owned land and proposed to ask HDFS committee if they required the reserve to be renamed/repurposed. Cllr Payne questioned whether budget had been allowed for registration of land required for areas such as the War Memorial or The Coppice, or new areas at Windmill Gardens and Muncey Walk if these are transferred from current ownership. RFO said HDFS Committee were looking at the latter two areas, with the focus being on the safety and condition of the sites as this would need to be considered before the Council took them on, noting tree work needed on the Muncey Walk area. Cllr Payne noted land registration could take 12-24 months and possibly be up to £2,000 per site including solicitor costs. Cllr Legge questioned if any householder would like the area at Muncey Walk, RFO suggested that issues such as with trees needing work would make it undesirable in its current condition. RFO to ascertain progress on registration.</p> <p>Cllr Payne proposed, seconded Neil Davies, <b>to accept changes outlined by RFO, all in favour.</b></p> <p><b>To consider and agree transfer of budget from payroll costs to contractor cover to reflect use of contractors for Wellbeing, Recreation and Leisure work</b></p> <p>Council has already agreed the use of contractor for grounds maintenance for 7 months at a cost of £2,142.86 +VAT per month (70% cricket, 30% grass tennis), total £15,000, and an additional £3,024 for contractor work on the Bowls Green, for the year to March 2024. RFO noted that the cricket contract figure had been based on previous year's matches and may rise with the addition of another team other than Histon Cricket Club using the facilities, and that quotations were being received for end of season remedial work and winter work.</p> <p>Proposed Cllr Payne, seconded Cllr Legge, <b>all in favour to reallocate budget.</b> RFO to action.</p> <p><b>To agree in principle to using up to £1,000 of the Nature and Biodiversity Committee's 2024/2025 funding allocation for Project P12 to cover an extension of the consultancy project in order to complete development of a Nature Recovery Plan, and delegation to Chair and Vice Chair of the N&amp;B committee, working with the RFO, to decide to proceed (Appendix 6)</b></p> <p>Proposed Cllr Davies, seconded Cllr Payne, all in favour.</p>	<p>RFO</p> <p>RFO</p>
<p><b>F24/008</b></p> <p><b>008.1</b></p>	<p><b>Capital Spend 24-25</b></p> <p><b>To review capital budgets for 2024/25 and receive capital projects</b></p> <p>RFO noted no projects submitted for this year so far. Cllr Stonham requested RFO to remind Committees that early reviews of three year plans with costed projects coming forward enables better budgeting.</p>	

<p><b>F24/009 009.1</b></p>	<p><b>To finalise Financial Risk Management Plan (Appendix 7)</b> RFO presented modified plan with risk matrix. Discussion followed, with following noted for amendments:</p> <ul style="list-style-type: none"> <li>• Loss of key personnel should include RFO;</li> <li>• Cllr Payne had noted insurance issue with Death in Service payments as per Green Book, creating a non-insured risk;</li> <li>• Reporting and Auditing section should include what needs to be done under the transparency code;</li> <li>• Taking payments from public – process, how to ensure accuracy;</li> <li>• LGPS pension scheme payments, risk if payments made late;</li> <li>• AGAR submission - if very late not eligible for intermediate review;</li> <li>• Change the word “severity” to “Impact”.</li> </ul> <p>Committee to review and come back to RFO with suggested changes, item brought back on next agenda.</p>	<p><b>Committee/ RFO/Next Agenda</b></p>
<p><b>F24/010 010.1 010.2</b></p>	<p><b>To finalise updated Capital Bid process</b> Draft policy to be circulated to Committee for review. Next agenda.</p> <p><b>To review grant and donations policy with recommendation for Full Council – defer to next meeting.</b></p>	<p><b>Next Agenda  Next Agenda</b></p>
<p><b>F24/011</b></p>	<p><b>To agree a Website Action Plan (Appendix 8)</b></p> <p>Cllr Payne presented paper looking at issues with current website, stating that it was in need of a review, and that residents had commented on areas they felt were missing. For example, it needed the bookings calendar to be shown, somewhere for mapping data to be sited. Cllr Payne also commented that if we are wishing to take part in the Local Council Award scheme, many of their decisions are based on what we do on our website, it needs to represent what we do and how. There are also a new set of Accessibility Guidelines which will need to be met in October. Cllr Stonham said that our website provider was up to date with the current accessibility requirements and would be introducing updates as required for new requirements.</p> <p>Cllr Payne also highlighted the posting of items to Facebook, that the whole content needed to be posted rather than just links, and Cllr Davies noted that some Councillors were posting on social media first. Cllr Payne queried whether the website could post directly to social media as before; Cllr Stonham highlighted that the website provider has recommended to not divert posts direct to social media because of issues it could cause. Cllr Payne stated that some process needs to be in place to update social media in this scenario. Cllr Payne expressed his willingness to take the lead on making changes happen. Cllr Davies suggested it should be considered as part of our plan for HISIMP news and communication and Cllr Murray suggested the effect on staff workload needed to be considered, as well as any changes to the Communication policy, community engagement and social media policy. Cllr Davies queried whether a new Communication Officer role would be a solution to the issues.</p> <p><b>All agreed</b> that Office staff produce a proposal for way forward to be presented at June/July Full Council meeting.</p>	<p><b>Office Staff/DWP</b></p>
<p><b>F24/012 012.1</b></p>	<p><b>To receive update on central database to record projects and project leaders and agree next steps</b> A verbal update was received from Cllr Stonham. Software options were being considered, Cllrs Murray and Stonham had met a contractor undertaking something similar for Girton Parish Council, and this would integrate with our systems. It used different software tools, but we do have them in our software. The idea is to have different boards for different subjects like resident issues, maintenance needed etc. Cllr Payne suggested a target date was needed for the item, to focus work. Cllr Stonham suggested it may take a year to fully realised. Cllr Payne suggested in the meantime could a simple tracking spreadsheet be created.</p>	
<p><b>F24/013</b></p>	<p><b>How to Communicate 7<sup>th</sup> May 2024 FG&amp;L meeting on website</b></p>	

<p><b>013.1</b> <b>013.2</b></p>	<p><b>No communication needed.</b> <b>Items for next agenda:</b> 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; Investment Review</p>	
<p><b>F24/014</b></p>	<p><b>Date of next meeting(s): TBC – Election of Chair</b></p>	
	<p><b>Meeting Closed at 9.05 p.m.</b></p> <p><b>Appendix 1: Minutes of the meeting 08.01.2024</b>  <b>Appendix 2: Agenda List after 08.01.24</b>  <b>Appendix 3: RFO report and Reserves report</b>  <b>Appendix 4: End of Year Committee Budget vs Spend report</b>  <b>Appendix 5: End of Year Review of Capital spend</b>  <b>Appendix 6: Use of P12 budget</b>  <b>Appendix 7: Risk Management Plan</b>  <b>Appendix 8: Website Action Plan</b></p>	

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