## Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee Tuesday 7<sup>th</sup> May 2024 at 7.30pm at the Meeting Room in the Parish Office at the Recreation Ground

## Finance, Governance & Legal Committee Minutes

No: Ex-officio: Cilrs Edd Stonham (Chair of Committee), Yvonne Murray (Vice Chair of Committee). Clerk for the meeting: Theresa King (RFO)  2 vacancies  To Receive Apologies for Absence Clir Leonard (personal)  F24/002  To Receive Declarations of Interest None declared for items on this agenda.  F24/003  Public Participation No members of public present.  F24/004  To approve minutes of meetings held 8 <sup>TM</sup> January 2024 (Appendix 1) Item 064.1 Spelling in title: RFO to amend. Proposed by Clir Murray to accept minutes with change, seconded Clir Davies, all in favour and approved.  F24/005  To Review Matters Arising: Agenda List after 08.01.24 (Appendix 2) Item Item F21/009.2 Wayleave granted to Cambridge Cable: RFO had contacted Ashtons to ascertain costs to pursue Wayleave, and received an estimated cost of £1,500 for dealing with a fairly standard wayleave as well as some guidance notes if Committee decided to pursue the wayleave. Clir Legge suggested that the amount received could increase with inflation. Clir Paynes suggested that it should be actioned for the principle of it and to confirm the situation. RFO to investigate further.  Item F23/064.2 Review of reserves including Section 106: Clir Payne provided more information regarding the position with Darwin Green and Section 106 monies. Impington Painst Council and been responsible for regulating the S106 funds on behalf of the potential new council for the site. Clir Payne queried whether the current council should be approaching South Cambo District Council (SCDC) to indicate we wish to be involved in negotiations for \$106 for any future Parish to allocate. Clir Murray noted that Ginton Parish Council had been asked regarding these funds. Clir Payne said as building work continues, some houses will be in Impington, and consideration needed to be made as to what percentage of Council Tax we will gain from this, and what we will need to pay across to any new council. Clir Davies upestioned whether, when all boundaries were sorted and any new Parish Council	Membersh	•	Quorum: 3	Appendices: 7
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006.1 RFO's Report, including End of Year review of Section 106 Funds and Specified Reserves (Appendix 3)	F24/005	Item  Item F21/009.2 Wayle ascertain costs to pure with a fairly standard of pursue the wayleave. inflation. Cllr Payne so the situation. RFO to i  Item F23/064.2 Revieur information regarding Parish Council had be new council for the sit approaching South Canegotiations for S106 Council had been ask some houses will be in percentage of Council any new council. Cllr I new Parish Council we suggested probably no new Parish boundarie that Cllr Payne had ur but that we had seen whether Burial facilitie with SCDC, and write Park. Cllr Davies aske committee, RFO to as	eave granted to Cambridge Cable: RFO had consumated wayleave, and received an estimated cost wayleave as well as some guidance notes if Co-Cllr Legge suggested that the amount received uggested that it should be actioned for the principle notestigate further.  We of reserves including Section 106: Cllr Payne the position with Darwin Green and Section 106: een responsible for regulating the S106 funds on the centre of the principle of the position with Darwin Green and Section 106: een responsible for regulating the S106 funds on the centre of the principle of the position with Darwin Green and Section 106: een responsible for regulating the S106 funds on the consumer of the principle of the payne queried whether the current council (SCDC) to indicate we wis for any future Parish to allocate. Cllr Murray noted regarding these funds. Cllr Payne said as but a limpington, and consideration needed to be made to the procession of the process in place, whether we would have any proper of the process including to undertake a governant of the process including notes of what had happed for a strategy for our burial ground to be considered for a strategy for our burial ground to be considered.	ntacted Ashtons to of £1,500 for dealing mmittee decided to could increase with iple of it and to confirm  RFO  provided more 6 monies. Impington a behalf of the potential cil should be she to be involved in ted that Girton Parish wilding work continues, ade as to what ed to pay across to s were sorted and any ties. Cllr Payne ce review and create ns. Cllr Davies noted and Park S106 monies, as also questioned to start a conversation opened with Orchard sidered by the relevant
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in the state of th		RFO outlined reserve	balances at the end of the financial year 23-24.	noting increases from

	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.	
006.2	End of Year Committee Budget vs Spend interim report (Appendix 4)	
	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.	
006.3	End of Year review of Capital Spend (Appendix 5) 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.	
F24/007 007.1	Budgets 24-25 To review 2024-2025 budgets and confirm figures for each committee 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.  Cllr Payne proposed, seconded Neil Davies, to accept changes outlined by RFO, all in favour.	RFO
007.2	To consider and agree transfer of budget from payroll costs to contractor cover to reflect use of contractors for Wellbeing, Recreation and Leisure work  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.	
	Proposed Cllr Payne, seconded Cllr Legge, all in favour to reallocate budget. RFO to action.	RFO
007.3	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&B committee, working with the RFO, to decide to proceed (Appendix 6)  Proposed Cllr Davies, seconded Cllr Payne, all in favour.	
F24/008 008.1	Capital Spend 24-25 To review capital budgets for 2024/25 and receive capital projects 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.	

F24/009 009.1	<ul> <li>To finalise Financial Risk Management Plan (Appendix 7)</li> <li>RFO presented modified plan with risk matrix. Discussion followed, with following noted for amendments: <ul> <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> </li> </ul>	
	Committee to review and come back to RFO with suggested changes, item brought back on next agenda.	Committee/ RFO/Next Agenda
F24/010	To finalise updated Capital Bid process	Next
010.1	Draft policy to be circulated to Committee for review. Next agenda.	Agenda
010.2	To review grant and donations policy with recommendation for Full Council – defer to next meeting.	Next Agenda
F24/011	To agree a Website Action Plan (Appendix 8)	
	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.  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.	
	<b>All agreed</b> that Office staff produce a proposal for way forward to be presented at June/July Full Council meeting.	Office Staff/DWP
F24/012 012.1	To receive update on central database to record projects and project leaders and agree next steps  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.	
F24/013	How to Communicate 7 <sup>th</sup> May 2024 FG&L meeting on website	

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

