

**NOTICE OF MEETING:** **FINANCE, GOVERNANCE & LEGAL COMMITTEE**  
**TIME:** 7.30 p.m.  
**DATE:** **Tuesday 7<sup>th</sup> May 2024**  
**VENUE:** Recreation Ground Community Room  
 Mrs T J King, RFO to Histon & Impington Parish Council  
 1<sup>st</sup> May 2024

**MEMERS:** 6 + Ex-officio

**QUORUM:** 3

*T.J. King*

	<b>Elected Members : Cllrs</b> Neil Davies, David Legge, James Leonard, Denis Payne <b>Ex-officio:</b> Yvonne Murray (Deputy Chair), Edd Stonham (Chair) Clerk: Theresa King (RFO) <b>2 vacancies</b>	
F24/001	<b>To Receive Apologies for Absence</b>	
F24/002	<b>To Receive Declarations of Interest</b> Councillors to declare any pecuniary or non-pecuniary interest on any items on the agenda	<b>To note</b>
F24/003	<b>Public Participation</b> To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda	
F24/004	<b>To approve minutes of meetings held:</b> ➤ 8 <sup>TH</sup> January 2024 - attached	<b>For decision</b>
F24/005	<b>To Review Matters Arising</b> ➤ Agenda List after – <u>attached</u>	<b>To note</b>
F24/006	<b>To Receive, Review and Accept:</b> ➤ RFO's Report, including End of Year review of Section 106 Funds and Specified Reserves – report attached ➤ End of Year Committee Budget vs Spend interim report – report attached ➤ End of Year review of Capital Spend – report attached	<b>To note</b>  <b>To note</b>  <b>To note</b>
F24/007	<b>Budgets 24-25:</b> ➤ To review 2024-2025 budgets and confirm figures for each committee ➤ To consider and agree transfer of budget from payroll costs to contractor cover to reflect use of contractors for WRL work ➤ 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 – paper attached	<b>For decision</b>  <b>For decision</b>  <b>For decision</b>

<b>F24/008</b>	<b>Capital Spend 24-25</b> <b>- To review capital budgets for 2024/25 and receive capital projects</b>	<b>For decision</b>
<b>F24/009</b>	➤ <b>To finalise Financial Risk Management Plan- paper attached</b>	<b>For decision</b>
<b>F24/010</b>	➤ <b>To finalise updated Capital Bid process</b> ➤ <b>To review grant and donations policy with recommendation for Full Council</b>	<b>For decision</b> <b>For decision</b>
<b>F24/011</b>	➤ <b>To agree a Website Action Plan – paper attached</b>	<b>For decision</b>
<b>F24/012</b>	➤ <b>To receive update on central database to record projects and project leaders and agree next steps</b>	<b>For decision</b>
<b>F24/013</b>	<b>How to Communicate 7<sup>th</sup> May 2024 FG&amp;L meeting on website, and to request items for Next Agenda(s)</b> <b>Website:</b>  <b>Items for next agenda:</b> To further review scope and objectives of committee and agree Terms of Reference; Investment Review	
<b>F24/015</b>	<b>Date of next meeting(s): TBC – Election of Committee Chair</b>	

**Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee  
Monday 8<sup>th</sup> January 2024 at 7.30pm at the Community Room at the Recreation Ground**

**Finance, Governance & Legal Committee Minutes**

**Membership: 6 + 2**

**Quorum: 3**

**Appendices: 7**

<b>Agenda No:</b>	Present: <b>Cllrs</b> Neil Davies, David Legge, James Leonard, Denis Payne, Ex-officio: <b>Cllrs</b> Edd Stonham (Chair of Committee), Yvonne Murray (Vice Chair of Committee). Clerk for the meeting: Theresa King (RFO)  <b>2 vacancies</b>	
<b>F23/057</b> <b>057.1</b>	<b>To Receive Apologies for Absence</b>  None	
<b>F23/058</b> <b>058.1</b>	<b>MEMBERS DECLARATIONS OF INTEREST</b> (for items on the agenda)  None declared for items on this agenda.	
<b>F23/059</b> <b>059.1</b>	<b>PUBLIC PARTICIPATION</b>  No members of the public present.	
<b>F23/060</b> <b>060.1</b>	<b>APPROVE MINUTES OF MEETING HELD 4<sup>th</sup> December 2023 (Appx 1)</b>  <b>Minutes of the meeting of 4<sup>th</sup> December 2023:</b> Under item 046.1, Declarations of Interests, Cllr Payne noted that his spouse is not a “paid employee” of HI Friends, but a “contracted member of staff”. RFO to amend minutes. Proposed Cllr Murray, seconded Cllr Davies, <b>all in favour to accept minutes with modification.</b>  Cllr Legge entered meeting.	
<b>F23/061</b> <b>061.1</b>	<b>MATTERS ARISING</b>  Agenda List after meeting 041223 circulated ( <b>Appx 2</b> ). Report noted, RFO noted that deadlines for completion of actions had been moved to allow precept setting to take priority.	
<b>F23/062</b> <b>062.1</b>  <b>062.2</b>	<b>To receive, Review and Accept</b>  <b>RFO’s Report (Appx 3)</b> Report noted. RFO highlighted interest received on money transferred to online savings account with Unity Trust. Cllr Davies observed that consideration should be made of investing other monies while rates are high, RFO to review and feedback at next meeting.  <b>As part of implementation of transparency code, to receive and agree report of spend over £500 (Appx 4)</b> Amendment required to remove sole trader reference for Tree Officer Consultancy. With amendment, proposed Cllr Payne, seconded Cllr Murray, <b>all in favour to approve report.</b> RFO to publish on website.	<b>Next agenda</b>        <b>RFO</b>
<b>F23/063</b> <b>063.1</b>	<b>RESERVES POLICY</b>  <b>To finalise policy and process for setting up of reserves (Appx 5)</b> Revised policy includes updated terms in relation to account system, and references to the use of Section 106 reserves. Cllr Leonard queried whether the policy should include a reference to how any grant monies received would be handled, Cllr Payne commented that the policy would be due for review in September as part of the annual policy review, that the current form should be accepted and modified in September if required.  Proposed Cllr Payne, seconded Cllr Leonard, <b>all in favour to agree policy,</b>	
<b>F23/064</b> <b>064.1</b>	<b>REVIEW OF BUDGETS AND RESERVES</b>  <b>To undertake quarterly Review of Budgets (Appx 6)</b>	

<p><b>064.2</b></p>	<p>RFO noted income higher than expected at this point in the year due to extra bank interest and burial fee income, and expenditure for most committees below budget. Report noted by all.</p> <p><b>To review current reserves and funds in line with new process including Section 106 funds and Specified Reserves (Appx 7)</b> The following were discussed: 3020 Community Services, 3030 Community Space Reserve Fund and 3040 Public Open Space Reserve Fund: Cllr Payne suggested these were no longer required, and monies should be moved to General Reserves. Notes should be made to indicate decision on accounts system. 3240 Land Fund: Some monies appear to be monies which would now be considered as Section 106 funds. The Wayleave items needs further investigation, as to whether it is a Histon earmarked amount for work at the Village Green and cannot be used on other projects. RFO to investigate and report to next meeting. 3650 Drainage: for future work on drainage ditches at Recreation Ground. Consider in 3 year plans.</p> <p>Cllr Leonard requested it would be helpful for future reserves report to have separate totals for Section 106 and other reserves. Proposed Cllr Payne, seconded Cllr Murray, <b>all in favour to make suggested changes.</b></p> <p>A question was raised as to whether Section106 funds had been offered to Impington for Darwin Green. RFO to investigate.</p>	<p>RFO</p> <p>RFO</p>
<p><b>064.3</b></p>	<p><b>To agree to create a new Reserve and transfer from General Reserves for following agreed spends which are awaiting invoicing:</b> Local Highways Initiative Scheme, additional funding for double yellow lines. agreed 22-23, £4,000.00; Additional money for LHI 21-22 £5,800.00; Permanent Implementation of Traffic Regulation Order at The Green, agreed 22-23 £2,000.00.</p> <p>RFO noted that in line with new reserve policy, item 64.3 would no longer require a new budget to be created, but that the funds should be moved into the 3260 22-23 LHI scheme reserve.</p> <p>Proposed Cllr Murray, seconded Cllr Legge, <b>all in favour.</b></p>	
<p><b>064.4</b></p>	<p><b>To agree to rename the Reserve LHI 23-24 to LHI 24-25 and transfer £20K to reserve from General Reserves as agreed by FC in November</b></p> <p>Proposed Cllr Davies, seconded Cllr Legge, <b>all in favour.</b></p>	
<p><b>F23/065 065.1</b></p>	<p><b>To set recommended Precept Request 2024-25 for Full Council meeting 15<sup>th</sup> January 2024</b>, including review of capital budgets and three-year plans. Request to be with SCDC by 31st January 2024.</p> <p>Information displayed on projector screen. Discussion followed, covering:</p> <ul style="list-style-type: none"> <li>• Current operational budgets would be equal to a 1% increase in precept</li> <li>• Reserve top ups and first year of three-year budgets create a requirement for a large increase in precept if all accepted</li> <li>• Suggestion to raise by 5%, 1% to cover the operational increase and 4% for capital spend, investment in community.</li> <li>• Committee budgets and three-year plans will need to be reviewed to fit in with this suggested increase, feedback to committees once amount agreed at Full Council.</li> <li>• Cllr Leonard questioned how much reserves were being used, were they being used for operational items? Cllr Stonham outlined that the operational budgets were being increased to reflect areas where spend was known to be needed so that reserves did not have to be used.</li> <li>• Cllr Murray highlighted backlog of health and safety and maintenance needs being addressed, affecting spending.</li> <li>• Cllr Stonham highlighted that a higher increase could be requested in future years if residents could see projects were there to back up the request.</li> </ul>	

<p><b>065.2</b></p>	<p>Proposed Cllr Davies, seconded Cllr Legge, <b>all in favour to agree 5% increase to precept</b> for 2024-2025, equalling £435,828.48, making the figure £129.43 per annum on a Band D property (an increase of £6.16).</p> <p><b>To review pause on spending and consider continuing to end of financial year, in order to enable council to focus on recruitment</b> Information on spend between September and December 2023 included in RFO report. Committee felt that any new projects should be added onto the 3 year plans.</p> <p>Proposed Cllr Davies, seconded Cllr Murray, <b>all in favour to continue pause on spend on new projects until end of financial year.</b></p>	
<p><b>F23/066</b> <b>066.1</b></p>	<p><b>To approve health and safety work on trees on Parish Council owned land after tree survey and Tree Officer recommendations, up to a value of £25,000, delegated to RFO and Chair of Nature and Biodiversity Committee to accept best value quotes and commission work</b></p> <p>RFO outlined large amount of work required as a result of the 2023 tree surveys and further surveys by the Tree Officer, where more work was identified as being required. RFO to create maps and schedules of works which can be published on the website so that residents can see what is to be undertaken.</p> <p>Proposed Cllr Payne, seconded Cllr Davies, all in favour to agree spend.</p>	
<p><b>F23/067</b> <b>067.1</b></p> <p><b>067.2</b></p>	<p><b>How to Communicate 8<sup>th</sup> January 2024 FG&amp;L meeting on website</b> Delegated to Chair, RFO and Vice Chair to report meeting.</p> <p><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>F23/068</b></p>	<p><b>Date of next meeting(s): 15<sup>th</sup> April 2024</b></p>	
	<p><b>Meeting Closed at 9.00 p.m.</b></p> <p><b>Appendix 1: Minutes of the meeting 04.12.23</b> <b>Appendix 2: Agenda List after</b> <b>Appendix 3: RFO report</b> <b>Appendix 4: Draft over £500 spend report</b> <b>Appendix 5: Draft reserves policy</b> <b>Appendix 6: Quarterly Review of Budgets</b> <b>Appendix 7: Reserves Report</b></p>	

## Agenda Items after 08.01.24

Minute Number	Agenda date	Subject	Action	Action By	By When	Status
35.1		Archiving	Consider for vestry and early HPC mins	Office staff	Jun-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	May-24	Investigation confirmed that wayleave was granted to NTL in 2005 for ten years, with Cambridge Cable having had the wayleave previous to that for 10 years. A sum of £3,750 was agreed for the wayleave and the agreement has no condition on the sue of the money. NTL merged with Telewest and then Virgin took over in 2010. Asked AShtons for outline costs to pursue as it may outweigh the benefit of any income.
F22/008.1		Review SLA agreements	Review and align for HI Friends, Age UK and Connections Bus project	RFO/Clerk and groups	Jun-24	SLA for other groups in line with new process.
F22/009.2		Purchase Card Reader		Office Team	May-24	
F23/023.1		Terms of Refence for new committee	Modify and draft new version	ES, YM	Open	
F23/024.1		Financial Risk assessment - update and approve		RFO	May-24	Modified version on agenda for agreement.
F23/024.1		Closure of final charity		RFO/Clerk	Jun-24	Work underway to close
F23/025.3		Capital Bid process		YM, ES	May-24	On agenda
F23/026.1		Creation of a central database to record projects and project leaders		YM, ES	May-24	On agenda
F23/039.1		Website Action Plan			May-24	On agenda
F23/041.2		Review of grants and donations policy			May-24	On agenda

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

<b>REPORT TO:</b>	<b>Finance &amp; Assets Committee</b>	<b>2nd May 2024</b>
<b>AUTHOR/S:</b>	<b>Theresa King, RFO</b>	

**006.1 RFOs Report**

- External audit - public rights dates will be set for Monday 24<sup>th</sup> June 2024 to Friday 2<sup>nd</sup> August 2024. Submission of AGAR by 1<sup>st</sup> July 2024.
- **Current interest rates and Bank balances** as at 01.05.24 supplied by RFO

<b>Bank Account</b>	<b>Balance</b>	<b>Notes</b>
Scottish Widows as at 31/03/24	4,280.23	Interest added quarterly
Cambridge & Counties as at 01/10/2023	466,872.45	Interest is added annually at end of April (estimated to be £20,072.31)
Cambs Building Soc as at 31/12/2023	276,199.67	90-day notice. Interest is added annually at end of December
Unity Trust Bank as at 01/05/2024	235,478.27	Current Account <b>(1<sup>st</sup> part of 2024-2025 precept received)</b>
Unity Trust Online Savings as at 01/05/2024	65,776.65	Online Savings Account
<b>TOTAL</b>	<b>1,048,604.20</b>	

**Reserve Spend**

Reserves reduced from £524,766.38 to £431,903.63 after transfers to General Reserves and spend of £74,134.29, the latter being mainly from Section 106 funds.

The General Reserve Fund at the end of 22-23 was £443,327.76. At the end of 23-24 it was £498,680.88, increasing by £55,353.12, Part of this increase are the returned reserve funds of £35,528.47.

**006.2 End of year Committee Budget vs Spend**

No budgets have been entered into Scribe for Reserve Spends or General Reserve spend, which RFO plans to change for 24-25. Highlights from the report below.

**Income:**

4010 Interest	Nearly triple the figure budgeted for, rates increased during the year and new savings account aided increase
4220 Burial Ground fees	Higher than budgeted for due to non-resident fees during the year
4600 Club Receipts	Figures lower than expected.
4610 Ground Takings cricket	Not as many external match bookings taken.
4650 Sports Court fees – football	Usage continues to be good for football.
4660 Sports Court Fees – netball	Increased as new youth team started this year and local facilities continue to be limited.

4670 Sports Court fees – Tennis	Very limited public usage, main booking is coaching sessions.
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**Expenditure:**

5060 Insurance	Increased premium for main insurance to reflect increase in fidelity cover as suggested by internal auditor
5070 Legal Fees	More legal advice requested during the year and first year of HR retainer
5090 Newsletter	Reflects changing from Hisimp News to Highlights
5110 Subscriptions	In budget, had not included CAPALC affiliation fee, or PPL/PRS.
5590 Piaggio fuel and maintenance	Reduced use of the Piaggio due to changes in staffing levels.
5620 Village Green	Work on area at crossing increased spend.
7000 Rec Contractor work	This reflects the extra contractors taken on to cover staffing level reductions.
7070 12 New Road Maintenance	Includes survey of building and repairs to heating system
7080 Pavilion Maintenance	Various items of building are showing signs of age. Includes spend on windows, doors, public toilets, heating systems.
7102 Rec Utilities Electricity	Current contract runs out February 2025, the fixed rate for three years has been beneficial in keeping costs low.
9000 General Reserve Spend	Not all agreed spend has taken place in 2023-2024, this must be considered when looking at capital spend in 24-25.

**006.3 Capital Spend 2023-2024****Our budgets for 23-24 were as follows:**

Capital projects itemised in precept request:	£55,000
Spend from reserves itemised in precept request:	£45,000
Contingency amount included in budgets	£15,000
<b>TOTAL:</b>	<b>£115,000</b>

**Actual Spend:**

Specified Reserves:	£ 7,085.99
Section 106:	£67,048.30
General Reserves:	£42,677.79
<b>TOTAL:</b>	<b>£116,812.08</b>
Moved into Reserves	£11,800

These figures do not reflect the agreed spends that did not happen in 23-24, these will be carried over into 2024-2025.

**008.1 Capital Spend 2024-2025****Budgets**

Capital projects itemised in precept request:	£60,000
Spend from reserves itemised in precept request:	£55,433
Contingency amount included in budgets	£15,000
<b>TOTAL:</b>	<b>£130,433</b>



	<b>Earmarked</b>	<b>Opening Balance</b>	<b>Transfers</b>	<b>Spend</b>	<b>Receipts</b>	<b>Closing balance</b>
	3010 Community Facilities	141,553.44	0.00	0.00	0.00	141,553.44
	3020 Community Services	0.00	0.00	0.00	0.00	0.00
	3030 Community Space Reserve Fund	2,000.00	-2,000.00	0.00	0.00	0.00
	3040 Public Open Space Reserve Fund	890.00	-890.00	0.00	0.00	0.00
HDFS	3200 War Memorial	0.00	0.00	0.00	0.00	0.00
HDFS	3220 Burial Ground Improvements	6,000.00	0.00	0.00	0.00	6,000.00
HDFS	3240 Land Fund	32,638.47	-32,638.47	0.00	0.00	0.00
HDFS	3260 HDFS - LHI bid 21-22	15,000.00	11,800.00	0.00	0.00	26,800.00
HDFS	3261 LHI Bid 24-25	15,000.00	5,000.00	0.00	0.00	20,000.00
N&B	3400 Brook Improvements	16,393.19	0.00	1,579.19	0.00	14,814.00
HDFS	3600 Skatepark Provision	15,075.00	0.00	0.00	0.00	15,075.00
WRL	3610 Machinery Replacement	18,652.68	0.00	5,506.80	0.00	13,145.88
WRL	3620 Sports Courts	16,095.00	0.00	0.00	0.00	16,095.00
WRL	3630 Play Equipment	6,000.00	0.00	0.00	0.00	6,000.00
WRL	3640 Facility Improvement inc. Fence	14,741.48	0.00	0.00	0.00	14,741.48
WRL	3650 Drainage	0.00	0.00	0.00	0.00	0.00
		<b>300,039.26</b>	<b>-18,728.47</b>	<b>7,085.99</b>	<b>0.00</b>	<b>274,224.80</b>
	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
	3820 Histon 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
		<b>14,319.97</b>	<b>0.00</b>	<b>3.87</b>	<b>0.00</b>	<b>14,316.10</b>
	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	11,763.00	0.00	48,859.55
	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
		<b>210,407.16</b>	<b>0.00</b>	<b>67,044.43</b>	<b>0.00</b>	<b>143,362.73</b>
	<b>Total Section 106 funds</b>	<b>224,727.13</b>	<b>0.00</b>	<b>67,048.30</b>	<b>0.00</b>	<b>157,678.83</b>
	<b>TOTAL EARMARKED FUNDS INC S106</b>	<b>524,766.39</b>	<b>-18,728.47</b>	<b>74,134.29</b>	<b>0.00</b>	<b>431,903.63</b>
	<b>GENERAL FUND</b>					<b>498,680.88</b>
	<b>Total Funds</b>					<b>930,584.51</b>

**Histon & Impington Parish Council**  
**Summary of Income & Expenditure 2023-2024**  
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

**30 Other Reserves**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3010	Community Facilities							(N/A)
3020	Community Services							(N/A)
3030	Community Space Reserve Fund							(N/A)
3040	Public Open Space Reserve Fund							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**32 Land, Assets and Infrastructure**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3200	War Memorial							(N/A)
3220	Burial Ground Improvements							(N/A)
3240	Land Fund							(N/A)
3260	LAI - LHI bid 21-22							(N/A)
3261	LHI Bid 23-24							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**34 Nature and Biodiversity Reserves**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3400	Brook Improvements					1,579.19	-1,579.19	-1,579.19 (N/A)
<b>SUB TOTAL</b>								<b>-1,579.19 (N/A)</b>

**36 Wellbeing, Recreation and Leisure**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3600	Skatepark Provision							(N/A)
3610	Machinery Replacement					5,506.80	-5,506.80	-5,506.80 (N/A)
3620	Sports Courts							(N/A)
3630	Play Equipment							(N/A)
3640	Facility Improvement inc. Fence							(N/A)
3650	Drainage							(N/A)
<b>SUB TOTAL</b>								<b>-5,506.80 (N/A)</b>

**38 S106 Reserves Histon**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3800	Public Open Space					3.87	-3.87	-3.87 (N/A)
3810	Comm facility Indoor Meet Space							(N/A)
3820	Off Site OS Commuted							(N/A)
3830	Public Art							(N/A)
3840	Sports Facilities & Space							(N/A)
3850	Children's Play Spaces							(N/A)
3860	Allot & Comm Orchards							(N/A)
3870	Green Infrastructure							(N/A)

**Histon & Impington Parish Council**  
**Summary of Income & Expenditure 2023-2024**  
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

SUB TOTAL					3.87 -3.87			-3.87 (N/A)
<b>39 S106 Reserves Impington</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3900	Public Open Space					54,187.01	-54,187.01	-54,187.01 (N/A)
3910	Comm Facility- Indoor Meet Space					11,763.00	-11,763.00	-11,763.00 (N/A)
3920	Off Site OS Commuted							(N/A)
3930	Public Art							(N/A)
3940	Sports Facilities & Space					1,094.42	-1,094.42	-1,094.42 (N/A)
3950	Children's Play Spaces							(N/A)
3960	Allot & Comm Orchards							(N/A)
3970	Green Infrastructure							(N/A)
<b>SUB TOTAL</b>						<b>67,044.43</b>	<b>-67,044.43</b>	<b>-67,044.43 (N/A)</b>
<b>40 Income</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	Precept	411,743.61	411,743.60	-0.01				-0.01 (0%)
4010	Interest	9,000.00	26,674.64	17,674.64				17,674.64 (196%)
<b>SUB TOTAL</b>		<b>420,743.61</b>	<b>438,418.24</b>	<b>17,674.63</b>				<b>17,674.63 (196%)</b>
<b>42 Land, Assets &amp; Infrastructu</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4200	Allotment Rents: Gatehouse Road	500.00	416.00	-84.00				-84.00 (-16%)
4210	Allotment Rents: Mill Lane	221.00	235.00	14.00				14.00 (6%)
4220	Burial Ground Fees	4,000.00	4,565.00	565.00				565.00 (14%)
4230	Village Green Income	600.00	600.00					(0%)
4240	Refuse Collection - School Hill	1,950.00	1,950.00					(0%)
<b>SUB TOTAL</b>		<b>7,271.00</b>	<b>7,766.00</b>	<b>495.00</b>				<b>495.00 (6%)</b>
<b>44 Nature and Biodiversity Inc</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4400	Homefield Park							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>
<b>46 Wellbeing, Recreation &amp; Le</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4600	Club Receipts	21,000.00	15,460.79	-5,539.21				-5,539.21 (-26%)
4610	Ground Takings- Cricket	535.00	318.00	-217.00				-217.00 (-40%)
4620	Ground Takings Football	1,500.00	1,195.00	-305.00				-305.00 (-20%)
4630	Ground Takings Tennis grass court	100.00		-100.00				-100.00 (-100%)
4640	Ground Takings: General	200.00		-200.00				-200.00 (-100%)
4650	Sports Courts Fees: Football	7,000.00	8,790.50	1,790.50				1,790.50 (25%)

**Histon & Impington Parish Council**  
**Summary of Income & Expenditure 2023-2024**  
**All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)**

4660 Sports Courts Fees: Netball	1,500.00	3,077.50	1,577.50	1,577.50 (105%)
4670 Sports Courts Fees Tennis	1,500.00	244.82	-1,255.18	-1,255.18 (-83%)
4680 Sports Courts Fees: General	1,000.00	846.00	-154.00	-154.00 (-15%)
4690 Pavilion Rental	7,500.00	7,878.28	378.28	378.28 (5%)
4700 12 New Road - Rent	1,432.00	1,192.30	-239.70	-239.70 (-16%)
<b>SUB TOTAL</b>	<b>43,267.00</b>	<b>39,003.19</b>	<b>-4,263.81</b>	<b>-4,263.81 (-83%)</b>

**48 Other income**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4800	Section 106							(N/A)
4810	Donations							(N/A)
4820	VAT refunds							(N/A)
4830	Other Income	2,349.98	2,351.59	1.61				1.61 (0%)
<b>SUB TOTAL</b>		<b>2,349.98</b>	<b>2,351.59</b>	<b>1.61</b>				<b>1.61 (N/A)</b>

**50 -Finance, Governance & Le**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5000	Audit & Bank				1,950.00	1,764.50	185.50	185.50 (9%)
5010	Council Tax				11,998.45	11,459.54	538.91	538.91 (4%)
5020	Chairman's Expenses				100.00	116.15	-16.15	-16.15 (-16%)
5030	Computer Repairs & Maintenance				250.00		250.00	250.00 (100%)
5040	Computer Consumables				500.00		500.00	500.00 (100%)
5050	Elections - Histon							(N/A)
5055	Elections - Impington							(N/A)
5060	Insurance		140.15	140.15	10,800.00	11,168.13	-368.13	-227.98 (-2%)
5070	Legal Expenses				2,000.00	4,116.00	-2,116.00	-2,116.00 (-105%)
5080	Professional Fees				1,500.00	1,530.00	-30.00	-30.00 (-2%)
5090	Newsletter				2,660.65	3,255.10	-594.45	-594.45 (-22%)
5100	Office Costs				5,500.00	3,484.57	2,015.43	2,015.43 (36%)
5110	Subscriptions				700.00	2,191.23	-1,491.23	-1,491.23 (-213%)
5115	Business Software Subscriptions				3,400.00	3,313.75	86.25	86.25 (2%)
5120	Telephone & Broadband				1,135.00	1,260.06	-125.06	-125.06 (-11%)
5130	Training				3,000.00	176.00	2,824.00	2,824.00 (94%)
5140	Web Site				500.00	501.39	-1.39	-1.39 (-0%)
5150	Public Works Loans:· Completion				2,306.04	2,306.04		(0%)
5160	Public Works Loans:· Freehold				5,439.38	5,439.38		(0%)
5170	Public Works Loans:· Office				2,375.85	2,365.85	10.00	10.00 (0%)
5180	Public Works Loans: Pavilion				17,806.15	17,806.15		(0%)
5200	Salaries - Admin				66,506.42	64,042.39	2,464.03	2,464.03 (3%)
5210	Pensions -Admin				15,590.00	15,791.22	-201.22	-201.22 (-1%)
5220	Tax & NI - Admin				19,126.71	22,077.64	-2,950.93	-2,950.93 (-15%)
5230	Salaries - Groundstaff				66,106.00	46,573.95	19,532.05	19,532.05 (29%)
5240	Pensions - Groundstaff				14,001.94	15,514.77	-1,512.83	-1,512.83 (-10%)
5250	Tax & NI - Groundstaff				13,124.78	16,616.42	-3,491.64	-3,491.64 (-26%)
5260	Pension - AVC							(N/A)
5300	Community Support:Village Warde				11,500.00	10,500.00	1,000.00	1,000.00 (8%)
5310	Community Support Older Persons				5,500.00	5,500.00		(0%)
5320	Community Support - Wellbeing				8,000.00	8,000.00		(0%)
5330	Community Support -Dementia Su				4,000.00	4,000.00		(0%)
5340	Community Support -Feast							(N/A)

**Histon & Impington Parish Council**  
**Summary of Income & Expenditure 2023-2024**  
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

5350 S 137 Community Support				1,000.00	1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>		<b>140.15</b>	<b>140.15</b>	<b>298,377.37</b>	<b>280,870.23</b>	<b>17,507.14</b>
				<b>17,647.29</b>		<b>(N/A)</b>

**55 Land, Assets & Infrastructure**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5500	Street Lights				1,800.00	1,176.26	623.74	623.74 (34%)
5510	High St Car Park Maintenance				1,500.00	915.00	585.00	585.00 (39%)
5520	Highways Improvements				2,000.00		2,000.00	2,000.00 (100%)
5550	Allotments Expenses- Mill Lane				200.00		200.00	200.00 (100%)
5560	Allotments Expenses - Gatehouse				200.00	192.35	7.65	7.65 (3%)
5570	Burial Ground:Equipment & Expen				1,000.00	689.05	310.95	310.95 (31%)
5580	Trade Waste				4,000.00	2,800.08	1,199.92	1,199.92 (30%)
5590	Piaggio fuel & Maintenance				3,000.00	1,232.56	1,767.44	1,767.44 (58%)
5600	Street Furniture Maintenance				2,000.00	2,199.32	-199.32	-199.32 (-9%)
5610	War Memorial Maintenance				500.00		500.00	500.00 (100%)
5620	Village Green				1,000.00	1,929.61	-929.61	-929.61 (-92%)
5640	Open Spaces Electricity				1,500.00	836.33	663.67	663.67 (44%)
<b>SUB TOTAL</b>					<b>18,700.00</b>	<b>11,970.56</b>	<b>6,729.44</b>	<b>6,729.44 (-92%)</b>

**60 Nature and Biodiversity EX**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5630	Public Art							(N/A)
5660	Planter Maintenance				250.00	48.16	201.84	201.84 (80%)
6000	Trees & Hedges Maintenance				12,000.00	13,591.75	-1,591.75	-1,591.75 (-13%)
6010	Trees - New Planting				1,500.00	867.35	632.65	632.65 (42%)
6020	Grasscutting				20,000.00	15,111.30	4,888.70	4,888.70 (24%)
6030	Open Spaces: Homefield Park				750.00	32.57	717.43	717.43 (95%)
6040	Open Spaces: Pocket Parks				750.00		750.00	750.00 (100%)
6050	Open Spaces: The Copse				750.00		750.00	750.00 (100%)
6060	Open Spaces: The Coppice				750.00		750.00	750.00 (100%)
6070	Open Spaces: Manor Field				749.00		749.00	749.00 (100%)
6075	Open Spaces: Other				50.00		50.00	50.00 (100%)
6080	Envirovolunteers, HILP & Sustaina				200.00	384.75	-184.75	-184.75 (-92%)
6090	Biodiversity Improvements				2,000.00		2,000.00	2,000.00 (100%)
6100	P12 Neighbourhood Plan projects				2,000.00	370.00	1,630.00	1,630.00 (81%)
6900	Nature Recovery Project							(N/A)
<b>SUB TOTAL</b>					<b>41,749.00</b>	<b>30,405.88</b>	<b>11,343.12</b>	<b>11,343.12 (N/A)</b>

**65 Planning EXPENDITURE**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6500	Neighbourhood Plan				2,000.00		2,000.00	2,000.00 (100%)
6510	Planning Expenses				50.00		50.00	50.00 (100%)
6520	Community Land Trust							(N/A)
<b>SUB TOTAL</b>					<b>2,050.00</b>		<b>2,050.00</b>	<b>2,050.00 (N/A)</b>

**Histon & Impington Parish Council**  
**Summary of Income & Expenditure 2023-2024**  
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

**70 Wellbeing, Recreation & Le**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5530	The Green Play Area Maintenance				2,000.00	72.95	1,927.05	1,927.05 (96%)
5540	South Road Play Area Maintenan				1,200.00	72.95	1,127.05	1,127.05 (93%)
7000	Rec Contractor Work				500.00	3,145.86	-2,645.86	-2,645.86 (-529%)
7010	Rec Machinery Maintenance				7,000.00	5,153.28	1,846.72	1,846.72 (26%)
7020	Rec Ground Maintenance				7,000.00	2,875.17	4,124.83	4,124.83 (58%)
7030	Rec Pitch Maintenance				7,000.00	5,200.40	1,799.60	1,799.60 (25%)
7040	Rec Sports Courts Maintenance				1,200.00	1,306.02	-106.02	-106.02 (-8%)
7050	Rec CCTV & Lights Maintenance				550.00	860.38	-310.38	-310.38 (-56%)
7060	Rec Tree Maintenance				1,600.00		1,600.00	1,600.00 (100%)
7070	12 New Road Maintenance				1,500.00	3,366.26	-1,866.26	-1,866.26 (-124%)
7080	Rec Pavilion Maintenance				13,500.00	20,753.00	-7,253.00	-7,253.00 (-53%)
7090	Rec Play Area Maintenance inc E				3,000.00	2,694.95	305.05	305.05 (10%)
7100	Rec Utilities: Water Rates				1,251.00	510.38	740.62	740.62 (59%)
7102	Rec Utilities: Electricity				10,000.00	9,165.24	834.76	834.76 (8%)
7104	Rec Utilities: Gas				2,500.00	1,978.86	521.14	521.14 (20%)
7106	Rec Utilities: Telephone				380.00	255.30	124.70	124.70 (32%)
7108	Rec Utilities: Fuel				2,000.00	1,650.05	349.95	349.95 (17%)
7110	New Capital Equipment							(N/A)
7120	Facility Improvements							(N/A)
7130	Community Park Project							(N/A)
<b>SUB TOTAL</b>					<b>62,181.00</b>	<b>59,061.05</b>	<b>3,119.95</b>	<b>3,119.95 (N/A)</b>

**80 Kings Meadow**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8000	Kings Meadow							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**85 Youth**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8500	Youth				25,575.00	25,575.00		(0%)
<b>SUB TOTAL</b>					<b>25,575.00</b>	<b>25,575.00</b>		<b>(0%)</b>

**90 General Reserves Spend**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9000	General Reserves Spend					42,677.79	-42,677.79	-42,677.79 (N/A)
<b>SUB TOTAL</b>						<b>42,677.79</b>	<b>-42,677.79</b>	<b>-42,677.79 (N/A)</b>

Restated

(N/A)

<b>NET TOTAL</b>	<b>473,631.59</b>	<b>487,679.17</b>	<b>14,047.58</b>	<b>448,632.37</b>	<b>524,694.80</b>	<b>-76,062.43</b>	<b>-62,014.85 (-6%)</b>
<b>V.A.T.</b>		<b>35,238.48</b>			<b>38,459.39</b>		
<b>GROSS TOTAL</b>		<b>522,917.65</b>			<b>563,154.19</b>		

Capital & General Reserve Spend to 31.03.2024					Specified Reserve?	Section 106?	Gen Fund?
Owner	Ops/Other	Item & Supplier	Amount	Minute			
Full Council	Ops	Community Training on Road Closures plus signs - 1249.95 training was 996.00 (budget was £2400)	£1,249.95	FC22/41.4			1,249.95
HIGS	Other	Advance rent for May and June 23. Impington Public Open Spaces	£1,218.00			1,218.00	
WRL	Ops	Tennis Court additional netting . Impington Public open spaces	£661.23			661.23	
WRL	Ops	Resurface of hard court - 10% deposit. S106 Impington- Sports Facilities and Spaces	£1,094.42	WRL/009.1		1,094.42	
HDFS(at WRL)	Ops	Sealed bid for extra MVAS	£2,010.52	WRL/013.1			2,010.52
WRL - Machinery	Ops	Purchase of ride on mower - Reserve Machinery Replacement	£4,135.00	WRL/013.2	4,135.00		
N&B	Other	ECOFEST Country Markets 49.00, Feast stall 25.00,HBC hire 87.50, Sailflags 67.95, Print out 40.00, Print out 2 93.00 .Budget requested £650	£362.45	N&B22/042.3			362.45
N&B	Ops	Brook improvements British Flora 1476.5, David dives 102.69. Brook improvements reserve	£1,579.19	F23/009.2	1,579.19		
WRL	Ops	Replacement of safety surface under slide at Rec play area. S106 Impington Public open spaces	£11,434.00	FC22/113.4		11,434.00	
WRL/FC	Other	School Hill Improvements Secondlife benches 2056.00 , Emerald 7451. Erika Hunt 2160.65 Autumn Turfing £1,000. S106 Impington Public open spaces . Budget £15,000.	£12,667.65	FC22/113.6		12,667.65	
Full Council	Ops	Coronation Expenses	£100.98	FC22/101.3			100.98
Full Council	Ops	HR Retainer with Ashtons (add to budget for 24/25, £1,800.00. Partially analysed under Operational Legal Fees budget.)	£984.00	F23/018.2			984.00
Full/WRL	Ops	Security guard for Recreation ground (3 weeks) Budget £2,000, £320 underspend	£1,680.00	FC23/018.3			£1,680.00
Full - Ongoing	Ops	Annual rent for infant School field. S106 Public Open Spaces	£1,000.00			1,000.00	
Full Council	Ops	Shipping containers for storage, £3600 from S106 Public open spaces. Locks for containers £48.00, Welding £450.00, racking £ 239.14. Budget 7500	£7,287.14	F23/043.3		£3,275.00	£4,012.14
Full Council	Other	Histon Library donation - summer reading challenge	£250.00	F23/031.2			£250.00
Full	Other	HIHub Newsletter funding 3rd Party service payment £6,453.50	£6,453.50	FC23/ 031.6			£6,453.50
Full	Other	HIHub Newsletter funding Purchase of 4 pages for September edition (analysed under Newsletter budget for this edition)	£0.00	FC23/ 031.6			£0.00
HDFS	Ops	Removal of soil heap from Burial Ground	£2,800.00	LAI23/013.4			£2,800.00
HDFS	Other	20 mph zone across the villages	£0.00				
HIGS	Other	Abbeyfields last payments. S106 open spaces/ Gen. Only need expenses to pay. Confirmed Sep 23 no more to pay.	£0.00	FC22/101.2		£0.00	
FC	Ops	Flower Festival Flowers - no money spent. Budget £50	£0.00	F23/031.1			£0.00
		LHI 23-24 - reserve put aside but bid unsuccessful. Reserve £15,000. Returned to General reserves	£0.00				
Full	Ops	HIHub Newsletter funding Purchase of 1 page in December edition, 3 pages in Jan, 4 in April. £1,230 on 1st Jan 2024; 1st April 2024. Analyse under Newsletter to reflect increased costs for budgeting purposes	£0.00	FC23/ 031.6			£0.00
N&B/FC	Ops	Funded Tree office consultancy - Sep 23	£1,134.00	F23/ 029.6			£1,134.00
N&B/FC	Ops	Funded Tree office consultancy - Oct 23	£1,302.00	F23/ 029.6			£1,302.00
N&B/FC	Ops	Funded Tree office consultancy - Nov 23	£1,932.00	F23/ 029.6			£1,932.00
N&B/FC	Ops	Funded Tree office consultancy - Dec 23	£210.00	F23/ 029.6			£210.00
N&B/FC	Ops	Funded Tree office consultancy - Jan 24	£672.00	F23/ 029.6			£672.00
N&B/FC	Ops	Funded Tree office consultancy -Feb 24	£420.00	F23/ 029.6			£420.00
WRL/FC	Ops	RDG Masterplan additional prof advice. Budget £10,000. Topographical survey 891.25, Capacity survey £600.00	£1,491.25	F23/ 029.10			£1,491.25
WRL	Ops	Replacement Sprayer for Recreation Ground Budget up to £2, 500. Machinery Replacement Reserve	£1,371.80	WRL23/043.2	£1,371.80		

FGL/HDFS	Ops	To effect repairs at the Crossing at the Green including additional soil above estimate	£1,392.00	FGL23/042.1			£1,392.00
FC	Ops	Air con office. S106 Community facilities. Additional spend for more efficient system agreed Full Council Sep 23 (055.3)	£4,947.00	F23/031.7		£4,947.00	
FC	Ops	Replacement safety surfaces at Green Play Area and Rec Play Area (S106 Public Open Spaces)	£23,935.00	F23/055.4, F23/055.5		£23,935.00	
WRL/FC	Ops	RDG Masterplan- part payment of invoice	£4,500.00	F23/ 029.10			£4,500.00
WRL/FC	Ops	RDG Masterplan- remaining payment of invoice	£2,220.00	F23/ 029.10			£2,220.00
FC/WRL	Ops	Security Maintenance at Recreation Ground	£1,200.00	F23/078.1			£1,200.00
FC	Ops	Air con main room. S106 Community facilities. Additional spend for more efficient system agreed Full Council Sep 23 (055.3)	£6,816.00	F23.031.7		£6,816.00	
FC		Camtrust - contribution towards work experience program	£2,000.00	FC23/102.4			2,000.00
WRL	Ops	Contract for season's maintenance on Bowls Green with Progreen. Monthly invoice. Budget £3,024	£180.00	WRL23/073			180.00
LAI	Ops	Clearance at Gatehouse Road Allotments	£2,000.00	LAI22/025.1			£2,000.00
LAI/FGL	Ops	Additional funding for Gatehouse Road allotment clearance as quotations higher when contractors visited site	£1,760.00	FGL23/027.2			£1,760.00
	Ops	Additional spend on allotment clearance for skip for removal of rubbish	£261.00				261.00
		Doantion to Royal British Legion including wreath cost	£100.00				100.00
		<b>TOTAL SPENT</b>	<b>£116,812.08</b>		<b>7,085.99</b>	<b>67,048.30</b>	<b>42,677.79</b>
HDFS	Ops	Local Highways Initiative Scheme – additional funding for double yellow lines. Agreed 22-23 ADDED TO LHI BID RESERVE	£4,000.00	FC22/41.4			£4,000.00
LAI	Ops	Additional money for LHI 22-23.ADDED TO LHI BID RESERVE	£5,800.00	FC22/087.4			£5,800.00
LAI	Ops	Permanent Implementation of Traffic Regulation Order at The Green. Agreed 22-23.ADDED TO LHI BID RESERVE	£2,000.00	FC22/41.4			£2,000.00
		<b>Trnsferred into Specified Reserves</b>					<b>£11,800.00</b>
		<b>Combined totaal</b>	<b>£128,612.08</b>		<b>£7,085.99</b>	<b>£67,048.30</b>	<b>£54,477.79</b>

Agreed Spend					Specified Reserve?	Section 106?	General reserves?
Item/Owner	Operational/Network Project	Item & Supplier	Amount	Minute			
LAI	Other	Privately Funded Highways Improvement Application - barrier audit Agreed 22-23 . Initial document submitted, additional work required. In three year plan.	£0.00	F22/065.3			£0.00
WRL	Ops	Resurface of hard court . S106 Sports facilities. <b>MOVED TO 24-25 financial year</b>		WRL/009.1		£0.00	
Full/WRL	Other	Gift for Forest School (September 23 - will be asking children what they want)	£200.00	FC23/028.2			£200.00
N&B/FC	Ops	Funded Tree office consultancy. Budget 7,500	£1,830.00	F23/ 029.6			£1,830.00
WRL/FC	Ops	RDG Masterplan additional prof advice. Budget £10,000.	£8,330.50	F23/ 029.10			£8,330.50
FC	Ops	Thermal blinds. S106 Community facilities	£2,900.00	F23/031.7		£2,900.00	
Full Council/N&B	Other	M&E consultant. Purchase order sent	£6,000.00	F23/29.92			£6,000.00
FC	Other	Additional funding for M&E consultant	£4,800.00	F23/112.2			£4,800.00
FC	Ops	Possible Removal of tree at Coppice Budget £3,100. Currently on hold as TPO work refused by SCDC	£0.00	F23/043.1			£0.00
		<b>Tree Works - budget 25,000</b>	<b>£25,000.00</b>	<b>F23/066.1</b>			<b>£25,000.00</b>
WRL	Ops	Contract for season's maintenance on Bowls Green with Progreen. Monthly invoice. Budget £3,024. March paid.	£2,844.00	WRL23/073			2,844.00
FGL	Ops	Contractor/agency Support for Head Parish Ranger	£10,000.00	F23/053.1			10,000.00



HFCS/FC		To approve allocation of £20k funding and delegation to Highways Drainage and Formal Spaces to submit application for Station Road/High Street	£20,000.00	F23/ 076.11			£20,000.00
		<b>TOTAL</b>	<b>£61,904.50</b>		<b>£0.00</b>	<b>£2,900.00</b>	<b>£59,004.50</b>
		<b>Agreed plus spent total</b>	<b>£178,716.58</b>		<b>£7,085.99</b>	<b>£69,948.30</b>	<b>£101,682.29</b>

## **Nature and Biodiversity Committee Meeting 29 April 2024- Item 006.2**

### **Proposed decision on Project P12/Nature Recovery Plan:**

**i) To agree in principle to using up to £1,000 of the 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 committee, working with the RFO, to decide to proceed.**

### **Background and rationale**

In the Neighbourhood Plan, HIPC commits to Project 12 to:

*Work with residents to identify and catalogue the biodiversity within the community and to identify options, through community actions and influencing development proposals (including the Village Design Guide), to enrich species diversity and population levels.*

At its meeting in March 2022, the Nature and Biodiversity Committee agreed to commission an internship or consultancy project to collate and map existing data and identify gaps, and to present findings at a workshop once this work was completed. The first call did not result in any responses, but a second call resulted in an expression of interest from a qualified resident who was contracted in March 2024 to complete this project and is making good progress in the data gathering stage. Their contract includes the following actions:

1. Download and examine the status of HIPC data in Cambridgeshire and Peterborough Environmental Records Centre (CPERC) database compared to what we know/suspect exists
2. Work with Histon and Impington Green Spaces and other village groups and residents to identify other sources of data and facilitate uploading of this data into the CPERC and/or other database Identify the best platform to use for collation of records and ongoing monitoring
3. Produce a set of maps and spreadsheets identifying species/habitats from collated data
4. Attend a PC meeting or workshop to demonstrate and explain the findings.

This consultancy has been funded through a small spend in 2023/24 of £270 and a larger budgeted spend of £930 in 2024/5. This will leave £1,070 in the 2024/5 budget line for P12.

In parallel with this work, Histon and Impington Green Spaces (HIGS) are undertaking a project to help with gathering data on biodiversity in the Parish and to identify community priorities for further protecting and enhancing biodiversity. More detail on their work can be found [here](#).

### **Reason for request to spend**

The next stage of this project is using all of the input from HIGS and the consultant's work to develop a Nature Recovery Plan for the Council, using the South Cambridgeshire District Council toolkit, [here](#). We hope to continue doing this in collaboration with HIGS.

Depending on resources available when we reach this point, extending the contract for the consultant for a further stage of this project might be a beneficial option, to help with:

- Collating ideas from the HIPC workshop and from HIGS on community priorities for the village
- Seeking further input through targeted stakeholder consultations (e.g. with farmers and other landowners)
- Establishing a set of priority actions to include in the Nature Recovery project
- Establishing plans for maintenance and monitoring.

Extending the contract would depend on the objectives in the first contract being satisfactorily met and considering what volunteer resource is available to lead the process to develop and complete the plan. Whilst it might be possible to bring this back to the next committee meeting in July, the rate of progress and the fact that the existing contract ends in June means that it would be very useful to make the decision before this so there is no delay should we decide to extend the contract. **Therefore the Committee is asked to agree in principle to using up to £1,000 of the 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 committee, working with the RFO, to decide to proceed.**



**Capital & General Reserve Spend 2024-2025**

<b>Capital &amp; General Reserve Spend end April 2024</b>					<b>Specified Reserve?</b>	<b>Section 106?</b>	<b>General reserves?</b>
<b>Owner</b>	<b>Operational/Discr etionary</b>	<b>Item &amp; Supplier</b>	<b>Amount</b>	<b>Minute</b>			
N&B/FC	Ops	Funded Tree office consultancy -Mar 24	£840.00	F23/ 029.6			£840.00
		<b>TOTAL SPENT to</b>	<b>£840.00</b>		<b>0.00</b>	<b>0.00</b>	<b>840.00</b>

<b>Agreed Spend</b>					<b>Specified Reserve?</b>	<b>Section 106?</b>	<b>General reserves?</b>
<b>Item/Owner</b>	<b>Operational/New Project</b>	<b>Item &amp; Supplier</b>	<b>Amount</b>	<b>Minute</b>			
WRL	Operational	Resurface of hard court . S106 Sports facilities / Specified reserves	£22,456.00	WRL/009.1		£22,456.00	
Full/WRL	Discretionary	Gift for Forest School	£200.00	FC23/028.2			£200.00
N&B/FC	Ops	Funded Tree office consultancy. Original Budget 7,500	£990.00	F23/ 029.6			£990.00
WRL/FC	Operational	RDG Masterplan additional prof advice. Budget £10,000. £1,491.25 spent 23-24	£8,330.50	F23/ 029.10			£8,330.50
FC	Operational	Thermal blinds. S106 Community facilities	£2,900.00	F23/031.7		£2,900.00	
Full Council/N&B	Other	M&E consultant. Purchase order sent	£10,800.00	F23/29.92, F23/112.2			£10,800.00
		Tree Works - budget 25,000	£25,000.00	F23/066.1			£25,000.00
WRL	Ops	Contract for season's maintenance on Bowls Green with Progreen. Monthly invoice. Budget £3,024. March paid.	£2,844.00	WRL23/073			2,844.00
		<b>TOTAL</b>	<b>£73,520.50</b>			<b>£25,356.00</b>	<b>£48,164.50</b>

<b>Agreed plus spent total</b>	<b>£74,360.50</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£25,356.00</b>	<b>£49,004.50</b>
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## FINANCIAL RISK MANAGEMENT PLAN

	<b>SEVERITY</b> 		
<b>LIKELIHOOD</b> 	1	2	3
1	Low - 1-	Low -2-	Medium -3-
2	Low -2-	Medium -4-	High -6-
3	Medium -3-	High -6-	High -9-

Subject	Risk(s) Identified	Risk Assessment (L=Low, M=Medium, H=High)	Mitigation/Control of risk	Review/Assess/Revise
Assets	Protection of physical Assets	L = 1	Insurance and self-insured where appropriate.	Condition of assets to be reviewed on regular basis
Assets	Burial Ground Records	L = 2	Photographed Burial registers (up to date 09/2022). Logbook operation up to date. Registers in safe. Plots recorded electronically. Up to date register maintained.	Regular photographs of registers to take place.
Assets	Risk/Damage to third parties/property	M = 4	Public liability insurance in place. Weekly inspections by Groundstaff and annual inspection by Play Inspection Company. Christmas lights contractor assessments annually. Village Green Booking form provided. Cemetery checked by Clerk and/or	Regular Reviews

## FINANCIAL RISK MANAGEMENT PLAN

			Committee at least annually. Insurance for volunteers backed up with risk assessments and detailed records	
Finance - Banking	Inadequate checks  Cheques	L = 2  L = 1	BACS payments covered by Financial Regulations. BACS payments verified by an authorised signatory prior to Full Council meetings, then authorised by 2 authorised signatories online. Two signatories on cheques – checked against invoice and initialled, stamped	Review authorisations annually and after an election.
Finance - Banking	Bank errors	M = 4	If the bank makes an error when processing cheques, cash and BACS payments, these are found when the bank accounts are reconciled on a monthly or quarterly basis, any error is immediately reported to the bank and corrected by them. Monthly bank reconciliation prepared by RFO, and reported quarterly to FGL Committee	
Finance – Banking	Loss of signatories, loss through theft or dishonesty	H = 6	Review Financial Regulations annually and the bank signatory list when necessary, especially after an election and the AGM. Cash/cheques are banked as soon as is practical. There is no petty cash. This is audited by the Internal Auditor annually.	Review annually
Finance – Audit	Audit completion within time limits	L = 2	Internal Auditor is appointed by the Council. Internal auditor is supplied with relevant documentation to audit, and the form to sign and complete for the external auditor.	
Finance - Insurance	Adequacy Cost Compliance Fidelity Guarantee	L = 2 M = 3 L = 2 M = 4	An annual review is undertaken prior to the renewal date of all insurance arrangements in place. Fidelity Guarantee insurance – amount increased July 2023.	Review Annually
Finance – Financial records	Inaccurate Records Financial Irregularities	M = 3  L = 2	Standing orders and Financial Regulations in place and reviewed annually	Review annually
Finance – Best Value	Work awarded incorrectly	M = 3	Normal Parish Council practice is to strive to obtain a minimum of three quotations for any substantial work required to be undertaken. For major contract services, formal competitive	Review Financial Regulations regularly.

## FINANCIAL RISK MANAGEMENT PLAN

	Overspend on services	M = 3	tenders would be sought. If a problem is encountered with a contract the Clerk and RFO would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered by the Financial Regulations.	
Finance -VAT	Comply with HMRC VAT	Mm = 3	VAT payments and claims calculated by RFO using electronic accounts system and submitted electronically. Internal audit to provide double check.	
Finance – Borrowing	Complying with borrowing restrictions	L = 2	Repaying various loans	
Finance - Banking	Investments	M = 4	Investments handled by RFO. Monitored by internal, external audit and Finance, Governance and Legal Committee.	
Finance – Reserve spend	Section 106 and specified reserve spend	L = 2	List of spend against income kept and reviewed quarterly by Finance, Governance and Legal Committee.	
Precept	Sound budgeting to underly annual precept. Requirements not submitted to SCDC in Time.	M = 4 L = 3	Committees present detailed budget information to RFO in November. Budget then presented to Finance, Governance and Legal Committee in December. Full Council receive FGL recommendation in January. RFO submits precept request to SCDC in January by deadline set.	
Precept	Adequacy of precept	H = 6	Expenditure against budget reported quarterly to FGL Committee and Committees. Reviewed annually by Full Council.	
Liability	Risk to Third party, property or individuals	L = 2	Insurance in place. Open spaces checked weekly. Trees investigated in timely fashion when damage reported. Regular tree surveys. Histon Bowls, Cricket, Tennis Clubs, Histon Hornets, Friends of HI Community and other key users provide their own Public Liability cover. Copies of policies presented to office.	



## FINANCIAL RISK MANAGEMENT PLAN

Liability	Provision of services being carried out under Agency agreement with CCC/others	L = 2	Covered by contractor's insurance	
Employer Liability	Comply with Employment Law	L = 2	Advice from CAPALC/SLCC. HR Retainer with solicitor in place 2023-24 financial year.	
Employer	Salary	L = 2	The Council authorises the appointment of all employees. Salary Rates are based on the National Joint Council (NJC) for Local Government Services Pay Scales and reviewed annually.	
Employer	Comply with HMRC requirements	L = 2	Regular advice from HMRC. Regular returns to HMRC made by the RFO/Payroll service provider. Internal and external auditor carry out annual checks.	
Employer	Employees – loss of key personnel	M = 6	The Parish Council can appoint a temporary Clerk to provide resilience in the loss of the Parish Clerk. Key person insurance in place.	
Employer	Employees – health and safety	M = 3	All employees provided with adequate direction and safety equipment to undertake their roles i.e. protective clothing and training.	
Legal Liability	Ensuring activities are within legal powers including spending under specific powers and powers under S137	M = 3	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary. The Parish Council meets the eligibility criteria for and has adopted the General Power of Competence.	
Members' Interests and Code of conduct	Code of Conduct and Register of Member's Interests	L = 2	Register (including gifts and hospitality) kept up to date by the Clerk, Clerk ensures adoption of Code of Conduct.	

## FINANCIAL RISK MANAGEMENT PLAN

Minutes	Proper and timely reporting via Minutes	L = 2	Full Council meets once a month excluding April, August and December, and receives the minutes of Committee meetings held in the interim. Minutes published on website.	
Record Keeping	Proper document control	M = 3	Leases and legal documents in safe box. Key documents, deeds etc copied and kept separately. Other data storage to comply with Data Protection Act. All Computer records backed up regularly.	
Reporting and Auditing	Responding to elector's right of inspection	L = 2	The accounts are open to public examination each year as required by the Accounting and Audit regulations.	
Reporting and Auditing	Annual returns – submit within time limits	M = 3	The Financial Annual Return is completed by the RFO and reviewed by the Internal Auditor. It is the approved by the Council and submitted to the External Auditor if required within the prescribed time limit.	
Reporting and Auditing	Compliance	L = 2	Annual Report is published on the Council's website.	
Consultations	Response to consultations	L = 2	Ad hoc – committees may deal with consultations, all Councillors made aware of process.	
Government changes	Responding to Government changes to rules and regulation	M = 3	Advice taken from CAPCL, NALC. SLCC. Networking opportunities taken with other local PCs. Suppliers encouraged to highlight issues.	
Data Protection	Policy Provision	L = 2	Registered with the Information Commissioner.	

The Risk Management plan will be reviewed by FGL Committee in May 2024

**HISTON & IMPINGTON PARISH COUNCIL**

<b>REPORT TO:</b>	<b>Finance, Governance &amp; Legal</b>	<b>21 September 2023</b>
<b>AUTHOR/S:</b>	<b>Denis Payne</b>	

**Website - <https://hisimp-pc.gov.uk/>**

**Background**

Council took the decision to replace our old website (<http://www.hisimp.net/wp/>) because we needed to keep it up to date with changing requirements on accessibility etc.

**Assumption**

At no time was the detail, nor the functionality, of what the new site would look like specified.

It was **assumed** that functionality would match / exceed the old site; and whilst content would be reviewed, much would be carried over.

**Where we are**

There are a number of areas of functionality that we are missing, for example (these are probably the most relevant):

- No automatic posting to FB, Twitter of news - which means that this has to be done twice
- The availability calendars (! spelling) for Rec facilities aren't available

And there's content that's missing, again, for example:

- About us
- A description of what the committees do
- Gallery (that's under "Contact Us" which is a little unusual)
- Links to:
  - o Neighbourhood Plan (and probably also ought to include Village Design Guide)
  - o Village sites (where do people start when they want to find out about a village? If it's us, then we need to link out ...)
  - o Partner sites (SCDC, CCC, Police etc)
- How do I? There's stuff here that isn't particularly obvious / easy (or even possible) to find elsewhere; often gets asked on FB; and has a link to at least one of the services that we fund. We need to link to all of the services we fund.

And we have a decision about how long we continue to fund the old website (and the old email addresses).

**Recommendations**

We need to:

- Do things once
- For those who are able to use our website, make information available so that calls/visits to the office aren't necessary
- Explain who we are, how we work
- Be a beacon/entry point for the village (nowhere else is...)
- Promote the services to the community that we fund (fairly pointless if we don't...)
- Share how to do essential things, find useful information

So:

1. The Office team now take the lead in taking the site forward, resolving the technical issues etc; calling on Councillor input for support and advice as required
2. The automatic posting of news items to our Facebook page is implemented as a priority
3. Availability calendars (spelling corrected) ditto. These may be replaced by some form of automated booking system (which would need to be linked in) but may not - we need them available now
4. The missing content is added to the site by the end of October 2023.
5. We plan on backing up, and then shutting down, the old site at the end of this Council (ie 2026). All email addresses to be updated by end of this municipal year.
6. We undertake a further review of the site in March 2024