

NOTICE OF MEETING:

**FINANCE, GOVERNANCE & LEGAL
COMMITTEE**

TIME:

7.30 p.m.

DATE:

Monday 29th September 2025

VENUE:

Recreation Ground Community Room

Mrs T J King, RFO to Histon & Impington Parish Council
24th September 2025

MEMERS: 6 + Ex-officio

QUORUM: 3

T.J. King

	Elected Members: Cllrs Neil Davies, David Legge, James Leonard, Geoff Moore, Denis Payne (Chair) Ex-officio: Yvonne Murray, Edd Stonham (Deputy Chair) Clerk: Theresa King (RFO) 1 vacancy	
F25/019	To co-opt to committee	
F25/020	To Receive Apologies for Absence	
F25/021	To Receive Declarations of Interest Councillors to declare any pecuniary or non-pecuniary interest on any items on the agenda	To note
F25/022	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	
F25/023 023.1	To approve minutes of meetings held: ➤ 28 th April 2025, 02 nd June 2025 - <u>attached</u>	For decision
F25/024 024.1	To Review Matters Arising ➤ Agenda List after – <u>attached</u>	To note
F25/025 025.1 025.2	To Receive, Review and Accept ➤ External Auditors report - attached ➤ RFO report – attached	To note To note
F25/026 026.1	To review and agree Financial Timetable for the year- attached	For decision
F25/027 027.1 027.2 027.3	To Review policies and agree: (all attached) ➤ Risk Management policy. ➤ Internal Controls and Effectiveness of Internal Auditor ➤ Reserves policy to include setting of level of General Reserves	All for decision
F25/028 028.1	Review of Reserves ➤ Half yearly review of reserves and general reserve spend, including	

028.2	Section 106 funds – report attached	To note
028.3	<ul style="list-style-type: none"> ➤ To agree to move unused portion of 21-22 LHI reserve to General Reserves, details in RFO report ➤ To agree to accept projects at St Andrews Centre and the Stables room under S106 Community Facilities projects – forms attached 	For decision
F25/029 029.1	Budget review <ul style="list-style-type: none"> ➤ Half yearly review of budgets and 3-year plans – report attached 	To note
F25/030 030.1	Capital Spend 25-26 <ul style="list-style-type: none"> ➤ To review capital budgets for 2025/26 and receive capital projects 	For decision
F25/031 031.1	Budget Planning 2026-2027 <ul style="list-style-type: none"> ➤ To agree timing and information to be sent to Committees regarding budget planning and to request Committees to create three-year plans. 	For decision
031.2	<ul style="list-style-type: none"> ➤ To consider need for finance survey for 2026-2027 budget setting process, and agree timing and scope if proceeding. 	For decision
F25/032 032.1	Other Matters <ul style="list-style-type: none"> ➤ To agree to open discussions with owner of land at Windmill Gardens to purchase parcels currently not owned by Council, and delegate to RFO and member of FGL to proceed (information in RFO report) 	For decision
032.2	<ul style="list-style-type: none"> ➤ To consider to support Village Society in refurbishment of area to include artwork by Alan Eade with possible use of Public Art funds if Council proceeds with purchase. 	For decision
F25/033	How to Communicate 29th September 2025 FG&L meeting on website, and to request items for Next Agenda(s) Website: Items for next agenda: To further review scope and objectives of committee and agree Terms of Reference; Central database to record projects and project leaders and agree next steps.	
F25/034	Date of next meeting(s): 8th December 2025, 12th January 2025, 27th April 2025	

**Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee
Monday 2nd June 2025 at 8.00 pm at the Community Room at the Recreation Ground**

Finance, Governance & Legal Committee Minutes

Membership: 6 + 2

Quorum: 3

Appendices: 0

Agenda No:	Present: Cllrs Neil Davies, David Legge, James Leonard, Geoff Morre, Denis Payne, Ex-officio: Cllrs Edd Stonham. Yvonne Murray Clerk for the meeting: Theresa King (RFO) 1 vacancy	
F25/014	Election Of Chair	
014.1	Cllr Davies proposed Cllr Stonham, seconded Cllr Legge. Cllr Murray proposed Cllr Payne, seconded Cllr Moore. Paper ballot taken, vote in favour of Cllr Payne, Cllr Payne Chair of Finance, Governance and Legal Committee.	
014.2	Election of Committee Deputy Chair Cllr Murray proposed Cllr Stonham, Cllr Payne seconded, all in favour. Cllr Stonham Deputy Chair of Finance, Governance and Legal Committee.	
F25/015	To Receive Apologies for Absence	
015.1	No absences	
F25/016	To Receive Declarations of Interest	
016.1	None declared	
F25/017	Public Participation	
017.1	None present.	
F25/018	Date of next meeting(s): 29th September 2025; 8th December 2025; 12th January 2026; 27th April 2026	
	Meeting closed 8.04 pm	

**Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee
Monday 28TH April 2025 at 7.30pm at the Community Room at the Recreation Ground**

Finance, Governance & Legal Committee Minutes

Membership: 6 + 2

Quorum: 3

Appendices: 7

Agenda No:	Present: Cllrs Neil Davies, David Legge, James Leonard, Denis Payne, Ex-officio: Cllrs Edd Stonham (Chair of Committee). Yvonne Murray (Vice Chair of Committee). Clerk for the meeting: Theresa King (RFO) 2 vacancies	
F25/001	To Receive Apologies for Absence	
001.1	None received.	
F25/002	To Receive Declarations of Interest	
002.1	Cllr Stonham item 010.1 – HI Friends Trustee Cllr Payne item 010.1 – HI Friends (pecuniary) Cllr Davies item 010.1 – HI Friends Charity Manager (pecuniary)	
F25/003	Public Participation	
003.1	None present.	
F25/004	To approve minutes of meeting 13th January 2025 (Appendix 1)	
004.1	Proposed Cllr Murray, seconded Cllr Legge, all in favour to approve , 2 abstentions.	
F25/005	To Review Matters Arising – agenda list after (Appendix 2)	
005.1	Report noted.	
F25/006	To Receive, Review and Accept RFO's report, including review of fidelity cover amount.(Appendix 3)	RFO
006.1	Report noted. Cllr Payne noted calculation of fidelity amount incorrect, RFO agreed figure should have been £1,148,712.06, below 23-24 amount. RFO also noted that S106 Community facilities projects were awaiting more details from other groups, the application from HI Friends was first formal application. Public Art projects being considered by Nature and Biodiversity Committee, a call for projects to be made. Regular updates to be provided to committee on progress, and RFO to provide S106 sunset date report for next meeting.	
006.2	With information in RFO report, to agree to credit two outstanding invoices from financial year 2023-2024 Proposed Cllr Payne, seconded Cllr Stonham, all agreed to credit outstanding invoices. RFO to action.	
006.3	End of year review of Section 106 Funds, Specified Reserves and General Reserve Spend (Appendix 4) Reports noted. RFO highlighted spend of S106 funds on projects such as the swing replacement at the Village Green Play area, and additional spends from General Reserves on other projects such as the large amount of tree works. Cllr Leonard queried the high volume of tree works, RFO outlined work was needed as a result of 2020 survey work not undertaken followed by work needed from 2023 surveys, and increase in tree diseases such as sooty bark disease, meaning more trees needing work.	
006.4	End of year Committee Budget vs Spend interim report (Appendix 5) Report noted. RFO noted reduction in salary costs, Cllr Payne queried if an analysis had	

	been undertaken on costs of using contractors for this season compared to previous salary costs. RFO to undertake and provide information to Employment Committee.	RFO
F25/007	Capital Spend 25-26 - to review capital budgets for 2025/26 and receive capital projects	
007.1	No new capital projects for the financial year submitted as yet.	
F25/008	To agree format for publishing/communicating the precept information (appendix 6)	
008.1	<p>Draft infographic considered by Committee. Discussion covered:</p> <ul style="list-style-type: none"> • Cllr Payne felt that there was not enough information to allow residents to see what the committees were doing, what projects were being funded, what differences there were year on year • RFO noted that in previous years there had been a magazine of some kind where an article had been published regarding the precept, allowing more information to be presented. • Cllr Davies suggested the infographic could be used for the current year then modifications made for following years. • Cllr Murray felt that the snapshot of the budgets provided useful information, and that the Annual Parish Meeting could allow more questions from residents. • Cllr Payne felt the information shown did not show what the increase this year would be used for. In his opinion there needed to be more information on how the precept would be spent. • Cllr Leonard felt that the information does not set out what the villages get for their money, how the community is being supported. • Cllr Davies noted this highlighted the need for new communications channels to be created as soon as possible. • Cllr Murray suggested infographic be displayed at APM • Cllr Legge noted colour version not as readily accessible, consider using alternative highlighting of sections to make it more accessible. <p>Proposed Cllr Davies, seconded Cllr Leonard, 5 voted for, 1 against, motion to accept and publish infographic passed. Committee noted information to be reviewed in subsequent years for presentation.</p> <p>With agreement of the Committee, item 010.1 brought forward.</p>	
F25/009	To review and approve New Model Financial Regulations for recommendation to Full Council at AMPC in May (Appendix 7)	
009.1	<p>RFO noted version presented had been compared to previous version in detail. RFO noted following changes needed and some suggested changes from Cllr Payne.</p> <ul style="list-style-type: none"> • Items using the word "must" not in bold but still compulsory, as well as wording in bold. • 5.6 now needs modifying to reflect the new Standing Order and Procurement legislation, whereby contracts over £60,000 including VAT must use the full tender process, rather than the previous £30,000 limit. • 4.9 Precept submission "no later than the end of February" whereas we submit at the end of January, but item in bold so not changed as compulsory. • 5.17 Cllr Payne felt this item did not appear compatible with 4.4 since it might imply monies being carried forward to the same budget/project. Cllr Legge felt that 4.4 referred to projects and that 5.17 was in regard to Committee budgets. No change. • 5.18 RFO had incorrectly increased figure to £8,500, model shows £5,000. Cllr Payne suggested figure should be £10K to allow more expensive emergency works to happen e.g. tree works. Increase had also been suggested at Full Council meeting. Committee agreed increase. • Section 7 section introduces the "Service Administrator" who is the RFO. Change to RFO to make it easier to read. Committee agreed. 	

	<ul style="list-style-type: none"> • 7.11 RFO noted that Unity bank account allows you to check bank details for a supplier when you first set them up to make sure they are valid bank details, giving an extra level of security. • Section 10 in model is on Petty Cash. It was removed in our previous version so RFO removed in version circulated, however Cllr Payne felt that there should be some reference to it, such as the fact that we do not operate it. Cllr Legge agreed and suggested first line of paragraph from model version should be sufficient. Committee agreed, RFO to add. • Section 13.7 states how large amounts of cash are handled. Although this does not happen, it was considered by the committee that this section should be included for completion. RFO to add. • 4.5 Cllr Davies noted item had incorrect grammar, RFO to change. • 9.2 Cllr Davies noted item was too restrictive as sometimes purchases needed to be made by staff or members and then submitted via expenses form that was allowed. RFO confirmed current version does not contain this section, committee agreed for it to be removed. RFO to ask CAPALC as to whether it should have been in model document as seems very constrictive. <p>Committee accepted draft document with proposed changes above. Proposed Cllr Murray, seconded Cllr Davies, all in favour to approve and submit new version to Full Council for agreement at AGM.</p>	<p>RFO</p> <p>RFO</p> <p>Full Council</p>
F25/010 010.1	<p>To note funding request from HI Friends with CPI increase of 2.6 (Appendix 8)</p> <p>Cllrs Stonham, Davies and Payne left the room. Cllr Murray took over as Chair for this item.</p> <p>Proposed Cllr Legge, seconded Cllr Leonard, all in favour to approve payment.</p> <p>Cllrs returned to the meeting.</p>	
F25/011 011.1	<p>To discuss timing and scope of finance survey</p> <p>Item deferred to next meeting.</p>	Next Agenda
F25/012	<p>How to Communicate 28th April 2025 FG&L meeting on website, and to request items for Next Agenda(s)</p> <p>Items for next agenda: To review use of finance survey and timetable; To review Investment Strategy Policy; To further review scope and objectives of committee and agree Terms of Reference; Central database to record projects and project leaders and agree next steps; To discuss timing and scope of finance survey</p>	
F25/013	<p>Date of next meeting(s): TBC</p>	
	<p>Meeting Closed at 9.00 p.m.</p> <p>Appendix 1: Minutes of the meeting 13.01.2025 Appendix 2: Matters Arising Appendix 3: RFO Report Appendix 4 Reserves Balance, General Reserve Spend 24-25 Appendix 5: Capital budgets 25-26 Appendix 6: Precept Infographic Appendix 7: New Model Financial Regulations Appendix 8: HI Friends Funding letter.</p>	

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Agenda Items after 28.04.2025 - priority order

Minute Number	Subject	Action	Action By	By When	Status
F24/ 053.1	25/26 Budget setting - finance survey future	To discuss timing of finance survey and timetable in order to feed into budget setting for Committees	ALL	Sep 25 Agenda	To be discussed as part of process for 26-27 budget setting
F24/041.2	New Investment Strategy		DWP, RFO	Apr-26	After discussion on items for annual timetable, moved to April 2026 to allow other items to be progressed.
F25/006.4	Analysis of contractor costs versus salary costs		RFO	Oct-25	Information to be passed to Employment Committee
F23/024.1	Closure of final charity		RFO/Clerk	Open	Cheque received from M&G.
F23/026.1	Creation of a central database to record projects and project leaders		YM, ES	Open	
F24/007.1	Registration of land			Open	
F24/011	Website Action Plan	Staff and Cllr Payne to create a plan		Open	
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	Open	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. Committee agreed to pursue, no action taken yet.
F23/023.1	Terms of Refence for new committee	Modify and draft new version	ES, YM	Open	
35.1	Archiving	Consider for vestry and early HPC mins	Office staff	Open	Confirm minutes in one location then send to County for storage. No action taken as yet

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Histon and Impington Parish Council – CA0133**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

Except for the following matters, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Unpaid direct debits as at the year end have been incorrectly included as items of expenditure and as reconciling items in the bank reconciliation. The figures in Section 2, Boxes 6, 7 and 8 should read £373,860, £921,743 and £922,121 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

09/09/2025

HISTON & IMPINGTON PARISH COUNCIL
RESPONSIBLE FINANCIAL OFFICER'S REPORT

REPORT TO:	Finance, Governance and Legal Committee	September 2025
AUTHOR/S:	Theresa King, RFO	

025.1 External Auditor's Report

There is an except for matter concerning a direct debit that had not been taken by the end of the financial year, and which has been accounted for twice. Amended balance figures will be restated on the AGAR for 2025-2026.

Notes from the closure letter:

"We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025- 26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance."

The RFO has started work on the IT policy and this will be added to a future agenda. It will also require a review of some of our other existing policies.

025.2 RFO report

Bank balances as at 23.09.25 or date of last statement, supplied by RFO

Bank Account	Balance	Notes
Scottish Widows as at 01.07.25	4,374.58	Interest added quarterly 23.04.25 1.25% 23.07.25 down to 1.15% 21.10.25 down to 1.10%
Cambridge & Counties as at 10.01.2025	508,695.19	Interest is added annually at end of April 04.04.25 4.05% 27.06.25 down to 3.8% 28.09.25 down to 2.55%
Cambs Building Society as at 10.01.25	284,661.25	90-day notice. Interest is added annually at end of December Mar 25 2.6% to 2.35%
Unity Trust Bank as at 22.09.25 Balance 57,325.99 Adjusted balance to include payments known to be going out for September	11,991.24	Current Account – no interest
Unity Trust Online Savings as at 22.09.25	113,686.12	Online Savings Account 05.11.24 2.6% 18.02.25 down to 2.5% 06.05.25 down to 2.25%
TOTAL	923,408.38	

027.2 Review of the Effectiveness of the Internal Auditor

The purpose of the Internal Audit is not to confirm accuracy of the figures, which is undertaken by the council's RFO when producing Financial Statements for the Council

The internal auditor for Histon & Impington Parish Council is Heather Hellis of Hellis and Lodge. Mrs Heelis is qualified to carry out an audit under the guidelines provided as part of the Accounts & Audit Regulations. It has been confirmed with Mrs Heelis that she will carry out the audit for 2025-2026.

The Internal Audit takes the form of a plan based on Risk Factors. It is undertaken to confirm the council's processes and procedures conform to good accountancy practices and includes:

- Overall risk arrangements
- Budgetary controls
- Payroll controls
- Asset controls
- Bank reconciliations
- Year end controls and processes

Recommendations

The Parish Council considers the findings of this review of effectiveness and approves the review as being satisfactory in examining the Effectiveness of the Internal Audit for the year ending 31 March 2025.

028.1 Review of Reserves

The LHI reserve for 21-22 contained £26,800, based on the original project costings. The invoice has recently been received for £14,595.95; this was because of a change in the project which reduced costs. The remaining £12,204.05 can be returned to general reserves.

Section 106 Community Facilities projects

One application received from HI Friends for a total of £5,980 covering new shed installation, commercial dishwasher and portable defibrillator, of which the claim for the shed has been received and paid (£2,880.00). We have received requests from St Andrews Centre for improvements to the door at the centre and for improvements to areas at the stable rooms. The work on the door is complete, but they have not sent invoices yet as there have been issues with the door glass breaking. The stable rooms work is waiting for us to agree that we will fund the project before starting, two quotes have been received (they asked 8 contractors and only got two). We also have a budget for a project from IVC but no application form as yet. An application is also expected from the Salvation Army for improvements at their hall.

029.1 Review of budgets

The Budget year to date figures on the report reflect that many of the budgets are spread evenly across the months of the year. The Scribe dashboard shows we have spent 46% of our budget this year. Our spend matches our incomes almost exactly.

033.1 Windmill Gardens

The Village Society have managed to contact the owners of the areas of land at Windmill Gardens that the Parish Council do not own. The company has indicated their willingness to sell the Parish Council the areas and provided a draft Heads of Terms for the exchange. The company have had a holding email from the RFO. If the Parish Council decides to take on the area, the Village Society would like to progress a project to display artwork of the area by the late Alan Eade. This should be a suitable project for use of S106 Public Art Funds.

HISTON & IMPINGTON PARISH COUNCIL

FINANCIAL TIMETABLE 2025 – 2026 (draft)

Items for F&A agendas highlighted

April 2025	End of year review of Section 106 Funds, Specified Reserves and General Reserve Spend . End of year Committee Budget vs Spend interim report	Review and report to Full Council for APM May 2025
	Review and approve New Model Financial Regulations	Recommendation to Full Council May 2025
AMPC May 25	Appoint Internal Auditor	Full Council confirms
June 2025	Committee meeting - Election of Chairman and Deputy only	2 nd June 2025
Full Council June 25	Internal Audit Report	Accept Report
	AGAR	Accept AGAR
SEP 2025	Committee Meeting	29th September 2025
	Review Internal Auditor recommendations if any issues highlighted	
	Review External Auditor report if any issues highlighted	
	Financial Risk Management Plan Review	Review , recommend Full Council
	Systems of Internal Control and Review of Effectiveness of IA	Review , recommend Full Council
	Quarterly Review of Budgets and 3 year plans	Committee to Review
	Review of Capital Spend	Committee to review
	Review of setting of level of General Reserves	Committee to review and amend Reserves policy, recommendation to Full Council
	Budget Setting for 26-27	Agree timing and information to be

		sent to Committees regarding budget planning and to request Committees to create three-year plans. All Committee budget requests to Clerk/RFO by end November latest
DEC 2025	Committee meeting	08 th December 2025
	Half yearly Review of Budgets	Committee to Review
	Review of FGL Budget and forecast	Committee to Review
	Review all Committee budgets for 26-27 including 3 year forecast	Committee to Review
	Review of IT report	Committee to Review
JAN 2026	Committee Meeting	12th January 2026
	Quarterly Financial report including reserves and capital spend	Committee to review
	Ratification of budgets	Part of precept process
	Precept Recommendation for Full Council	Recommend to Full Council
	Precept request SCDC	Delegated to RFO to submit
APRIL 2026	Committee meeting	27 th April 2026
	Asset Register Review	Delegate to RFO/Finance Committee member
	End of Year review of Section 106 Funds and Specified Reserves, Committee Budget vs Spend, Capital Spend	Committee to review
	Creation of Investment Strategy	Committee to formulate
	Finance report including reserves and interest investment opportunities	Committee to review

FINANCIAL RISK MANAGEMENT PLAN

The Risk Management plan will be reviewed by FGL Committee in September 2025

Impact	
Catastrophic (5)	Unacceptable level of risk exposure which needs immediate action, critical long term disruption to service delivery.
Major (4)	Unacceptable level of risk exposure which require regular monitoring and measures put in place to reduce exposure, major disruption to service delivery.
Moderate (3)	Acceptable level of risk exposure subject to active monitoring, moderate direct effect on service delivery.
Minor (2)	Acceptable level of risk exposure subject to less frequent monitoring, minor effect on service delivery.
Insignificant (1)	Acceptable level of risk exposure subject to periodic monitoring, insignificant effect on service delivery.

Likelihood	Risk of happening %
Rare (1)	5
Unlikely (2)	15
Possible (3)	40
Likely (4)	65
Almost certain (5)	80

Risk Rating		
1-7	Green	Low level of impact and severity, monitor
8-14	Amber	Monitor risk and reduce as much as possible
15-25	Red	Immediate action needed to control risk

Subject	Risk(s) Identified	Impact	Likelihood	Risk Rating	Controls of risk	Action/Review
RED AND AMBER RISK						
Precept	Adequacy of precept	5	3	15	Expenditure against budget reported quarterly to FGL Committee and Committees. Reviewed annually by Full Council.	Reviewed annually by Full Council.

FINANCIAL RISK MANAGEMENT PLAN

The Risk Management plan will be reviewed by FGL Committee in September 2025

Employer	Employees – loss of key personnel	5	3	15	Loss of Clerk/CEO - the Parish Council can appoint a temporary Clerk to provide resilience in the loss of the Parish Clerk. Loss of RFO – the Parish Council can appoint a temporary RFO to provide resilience in the loss of the RFO. Key person insurance in place.	
Finance – Banking	Loss of signatories, loss through theft or dishonesty	4	3	12	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 – External Audit	All timelines for data submission for AGAR met including public rights	4	2	8	Non submission of AGAR within timescales can result in withdrawal of external auditor service. Ensure submission deadlines met.	
Finance – Best Value	Work awarded incorrectly	4	2	8	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 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.	Review Financial Regulations regularly.
	Overspend on services	4	3	12		
Finance -VAT	Comply with HMRC VAT	5	2	10	VAT payments and claims calculated by RFO using electronic accounts system and submitted electronically. Internal audit to provide double check.	Annual VAT Audit undertaken to check de minimis amounts
Finance - Banking	Investments	4	2	8	Investments handled by RFO. Monitored by internal, external audit and Finance, Governance and Legal Committee.	Investment strategy to guide investments
Finance - Banking	Taking and banking of receipts from public	4	2	8	Public bookings of facilities are mainly paid for via BACS after an invoice is sent to customer by Office Staff. Cash receipts are discouraged as there is no longer any petty cash held. Any cash is banked via the Post Office using paying in slips supplied by bank. Items are then reconciled via bank statement	

FINANCIAL RISK MANAGEMENT PLAN

The Risk Management plan will be reviewed by FGL Committee in September 2025

					reconciliation and reconciliation within accounts system. Credit cards are currently not accepted.	
Precept	Sound budgeting to underly annual precept. Requirements for precept not submitted to SCDC in Time.	4 5	2 2	8 10	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.	
Employer Liability	Green Book risks	4	2	8	The Green Book imposes payments to staff in circumstances not currently covered by insurance.	
Record Keeping	Proper document control	3	3	9	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.	
Legal Liability	Loss of General Power of competence (GPC)	4	3	12	Loss of qualified Clerk would be main reason for loss of GPC. Ensure replacement staff are qualified.	
Consultations	Response to consultations	3	3	9	Ad hoc – committees may deal with consultations, all Councillors made aware of process.	
Government changes	Responding to Government changes to rules and regulation	4	2	8	Advice taken from CAPCL, NALC. SLCC. Networking opportunities taken with other local PCs. Suppliers encouraged to highlight issues.	
GREEN RISK						
Assets	Protection of physical Assets	2	3	6	Insurance and self-insured where appropriate. Condition of assets to be reviewed on regular basis	Updated Asset Register

FINANCIAL RISK MANAGEMENT PLAN

The Risk Management plan will be reviewed by FGL Committee in September 2025

Assets	Loss of Burial Ground Records	3	1	3	Photographed Burial registers (up to date 09/2022). Log book 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	3	2	6	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 Committee at least annually. Insurance for volunteers backed up with risk assessments and detailed records	Regular Reviews
Finance - Banking	Inadequate checks on transactions	4	1	4	BACS payments covered by Financial Regulations. Finance Report including Direct Debits and BACS payments supplied to Full Council meeting and agreed. Payments authorised by two authorised signatories online.	Review authorisations annually and after an election.
	Cheques	3	1	3	Two signatories on cheques – checked against invoice and initialled, stamped	Review signatories annually and after an election.
Finance - Banking	Bank errors	4	1	4	If the bank makes an error when processing cheques, cash or 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 – Internal Audit	Internal Audit completion within time limits	4	1	4	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 as part of AGAR submission.	Any actions highlighted in Internal Auditor's report actioned as soon as possible.
Finance - Insurance	Adequacy	3	2	6	An annual review is undertaken prior to the renewal date of all insurance arrangements in place. Fidelity Guarantee insurance – amount increased July 2024.	Review Annually
	Cost	1	2	2		
	Compliance	2	2	4		
	Fidelity	3	2	6		
	Guarantee	3	2	6		

FINANCIAL RISK MANAGEMENT PLAN

The Risk Management plan will be reviewed by FGL Committee in September 2025

Finance – Financial records	Inaccurate Records	4	1	4	Standing orders and Financial Regulations in place and reviewed annually	Review annually
	Financial Irregularities	5	1	5		
Finance – Borrowing	Complying with borrowing restrictions	5	1	5	Repaying various loans on time.	
Finance – Reserve spend	Section 106 and specified reserve spend	3	1	3	List of spend against income kept and reviewed quarterly by Finance, Governance and Legal Committee.	
Liability	Risk to Third party, property or individuals	4	1	4	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.	
Liability	Provision of services being carried out under Agency agreement with CCC/others	3	1	3	Covered by contractor's insurance	
Employer Liability	Comply with Employment Law	4	1	4	Advice from CAPALC/SLCC. HR Retainer with solicitor in place 2025-2026 financial year.	
Employer	Salary	2	1	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	4	1	4	Regular advice from HMRC. Regular returns to HMRC made by the RFO/Payroll service provider. Internal and external auditor carry out annual checks.	

FINANCIAL RISK MANAGEMENT PLAN

The Risk Management plan will be reviewed by FGL Committee in September 2025

Employers	Comply with LGPS requirements	4	1	4	Ensure all payments/reports are submitted in time. Retain pension information indefinitely.	
Employer	Employees – health and safety	4	1	4	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	4	1	4	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, therefore spend under Section 137 does not apply.	
Members' Interests and Code of conduct	Code of Conduct and Register of Member's Interests	3	2	6	Register (including gifts and hospitality) kept up to date by the Clerk, Clerk ensures adoption of Code of Conduct.	
Minutes	Proper and timely reporting via Minutes	4	1	4	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.	
Reporting and Auditing	Responding to elector's right of inspection	4	1	4	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	4	1	4	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	Publication of Annual Return	4	1	4	Annual Report is published on the Council's website. Copies posted on noticeboard outside Parish Office and on Council website.	
Reporting and Auditing	Transparency code	2	1	2	Publish relevant items in accordance with 2015 Transparency code, quarterly and annually.	

FINANCIAL RISK MANAGEMENT PLAN

The Risk Management plan will be reviewed by FGL Committee in September 2025

Data Protection	Policy Provision	3	1	3	Registered with the Information Commissioner.	
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Internal Controls

Adopted 2nd April 2012

Reviewed: 29th September 2025

Next Review Date: September 2026

Legislation

Regulation 4 of Accounts and Audit Regulation (2003) required audited bodies to conduct a review at least once a year and publish a statement on internal control (statement of assurance) each year with the financial statements. The amended regulations in 2006 came into force 1 April 2006. Two of the amendments have an impact on process for preparing the annual statement of assurance.

Regulation 4 requires findings of the review of the system of internal control to be considered by a committee of the body, or members of the body meeting as a whole

Regulation 6 requires bodies to review the effectiveness of their system of internal audit once a year and for the findings of the review to be considered by a committee of the body, or by the body as a whole, as part of consideration of the system of internal control referred to above (Reg 4). Taken together these amendments necessitated a revision of the guidance issued.

Single document covering Internal Controls

2 members of staff are involved in finance for Councils:

Clerk (CMO)

Responsible Financial Officer (TK)

Receipts:

Precept payments and VAT refunds are received via BACS system direct to Bank account, April and September, and VAT quarterly.

Payments received for Recreation Ground facilities, pavilion hire and related income, Burial ground, allotments, Village Green hire or grants are paid in to relevant Bank account by BACS or as soon as possible (cheques by post), or immediately (cash via Post Office)

Expenditure and Payments:

INTERNET BANKING

BACS payments are processed by TK, reported to Full Council having been verified by one signatory or Clerk in absence of a signatory, and invoices should be initialled on council stamped area once approved at Full Council.

Once BACS payments agreed at Full Council, two signatories to authorise payment via Unity Trust Bank online.

Cheques are drawn up against invoices and recorded electronically:

2 signatories are required for each cheque, and invoice should be updated with relevant cheque number.

Standing orders and direct debit mandates are signed by 2 signatories and reported to Council. These are re-confirmed at Full Council Annual Meeting of the Parish Council at least annually.

Payments made are reported at next Full meeting, together with any payments for agreement – Financial Regulations are followed to include delegation policies appendices.
VAT is accounted for separately; Section 137 spending is accounted for separately.

Payroll:

TK administers all payroll. Any unusual payments (overtime, backpay) double checked by CMO and initialled. Information provided to LGS Services to process payroll. Payments made to staff by 26th monthly by BACS

Annual returns made on-line to Customs & Excise.

Monthly pension return made on-line to LGSS Pensions Service, via i-connect, by LGS Services

Monthly pension return made on-line to B&CE Holdings Ltd for People's Pension, by LGS Services

Signatories:

Current account signatories list attached to this document (**Appendix 1**)

All current accounts are any 2 signatories to sign. CMO and TK are NOT signatories

Unity Credit Card via Lloyds Bank – CMO and TK each have a card, with a total £500 a month limit. PIN numbers held by cardholders only. Chairman of Finance, Governance and Legal Committee will periodically check statements against invoices. Monthly fees apply.

London Fuel account (Histon Service Station): TES (Head Parish Ranger) is authorised to purchase unleaded fuel.

Transfers between accounts are carried out by office staff by telephone using passwords and membership numbers, membership numbers recorded in Office Manual kept locked in office. PIN numbers/passwords personal to individuals.

Responsibilities and Delegations:

CMO is Proper Officer and TK is the Responsible Financial Officer for the Parish Councils, as defined in the Local Government Act 1972

Delegations policies exist for delegating financial decisions to CMO/TK/others in certain circumstances and as stated within Financial Regulations

Delegations are given by Council to Committees or individuals for projects with time constraints

Accounts:

Current accounts:

Unity Trust Bank, 9 Brindleyplace, Birmingham, B1 2HB

Savings accounts:

Scottish Widows – general reserves

Cambridge & Counties Bank 95 day notice

Cambridge Building Society Council account

Unity Trust Bank Online savings account

Individual Parish Funds:

Section 106 funds for each Parish Council continue to be identifiable.

End of year:

CMO/TK will prepare all end of year figures and Audit for Parish Council
Parish Council sign the Statement of Assurance

Internal audit:

The current Internal Auditor is Heather Heelis of Heelis and Lodge. Regular remote audits during the financial year, with end of year visit to sign Statement of Assurance

Financial statements:

Monthly reports held on file

Quarterly reports provided at committee

Monthly reconciliations made to all accounts by TK. Member of Finance, Governance and Legal Committee to check the reconciliation regularly

Standing Orders and Financial regulations: Reviewed annually at the Annual Meeting of the Parish Council

APPENDIX 1

SIGNATORIES as at September 2024

Unity Trust:

Cllrs: Payne, Davies, Moore, Murray, Stonham

Reserves Policy

Adopted: December 2023 (Finance, Legal & Admin Committee F23/063.1)

Reviewed: May 2024 (Full Council)

Review Date: September 2025

The policies below are intended to set out the rules/guidelines about the creation, closure, and use of reserves in order to simplify the processes around them and reduce the number of reserves to the necessary minimum.

Terms

For naming compatibility with the terms used in the accounts package, named/nominated or restricted reserves will be called *earmarked* reserves.

Similarly, the general reserve is called the general *fund*.

1. The creation and/or closure of a reserve must be requested of (and agreed by) Finance, Governance and Legal Committee, as should the allocation of funding for the reserve.
2. An earmarked reserve is created and maintained solely for the following reasons:
 - as a result of a legal obligation, such as those for Section 106 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.
3. Where a project ends or does not start and has an earmarked reserve, that reserve will be returned as soon as practicable to general reserves (aka the general fund).
4. Before spending from an earmarked reserve, or the general fund, the RFO will check whether S106 funds may be used to cover costs. If so, then expenditure will be made from the appropriate S106 reserve.
5. If a project has earmarked reserve(s), then no contribution can be made from other reserves (including the general fund) until all of the earmarked reserve has been spent.

All figures without adjustments. As at 22/09/25					
Earmarked	Opening	Transfers in	Spend	Receipts	Closing
3010 Community Facilities	141,553.44	0.00	0.00	0.00	141,553.44
HDFS					
3200 War Memorial	6,000.00	1,000.00	0.00	0.00	7,000.00
3220 Burial Ground Improvements	6,000.00	4,000.00	0.00	0.00	10,000.00
3260 HDFS - LHI bid 21-22	26,800.00	0.00	14,595.00	0.00	12,205.00
3261 LHI Bid 24-25	20,000.00	0.00	0.00	0.00	20,000.00
3280 HDFS Replacement Vehicle	3,000.00	3,000.00	0.00	0.00	6,000.00
Total	61,800.00	8,000.00	14,595.00	0.00	55,205.00
N&B					
3400 Brook Improvements	14,814.00	0.00	0.00	0.00	14,814.00
WRL					
3600 Skatepark/Pump track Provision	15,075.00	0.00	0.00	0.00	15,075.00
3610 Machinery Replacement	18,145.88	5,000.00	0.00	0.00	23,145.88
3620 Sports Courts	19,095.00	3,000.00	0.00	0.00	22,095.00
3630 Play Equipment	11,000.00	10,000.00	0.00	0.00	21,000.00
3640 Facility Improvement inc. Fence	17,741.48	3,000.00	2,950.00	0.00	17,791.48
3650 Drainage	0.00	5,000.00	0.00	0.00	5,000.00
Total	81,057.36	26,000.00	2,950.00	0.00	104,107.36
Histon S106					
3800 Histon Public Open Space	0.00	0.00	0.00	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	3,059.12	0.00	0.00	0.00	3,059.12
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
Total	12,127.26	0.00	0.00	0.00	12,127.26
Impington Section 106					
3900 Impington Public Open Space	2,727.15	0.00	0.00	0.00	2,727.15
3910 Impington Comm Facility- Indoor Meet Space	48,859.55	0.00	4,892.50	0.00	43,967.05
3920 Impington Off Site OS Commuted	0.00	0.00	0.00	0.00	0.00
3930 Impington Public Art	33,006.68	0.00	0.00	0.00	33,006.68
3940 Impington Sports Facilities & Space	0.00	0.00	0.00	0.00	0.00
3950 Impington Children's Play Spaces	13,677.52	0.00	5,663.00	0.00	8,014.52
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	98,270.90	0.00	10,555.50	0.00	87,715.40
TOTAL RESERVES	409,622.96	34,000.00	28,100.50	0.00	415,522.46

GENERAL FUND **515,241.62**

TOTAL FUNDS **930,764.08**

Capital & General Reserve Spend 2025-2025

Capital & General Reserve Spend end September 2025					Specified Reserve?	Section 106?	General reserves?
Owner	Operational/Discr etionary	Item & Supplier	Amount	Minute			
FC	Operational	Thermal blinds. S106 Community facilities	£2,072.50			£2,072.50	
FC	Operational	Tree Advisor March 2025	£126.00				£126.00
FC	Operational	Tree Advisor April 2025	£42.00				£42.00
FC/WRL	Operational	Scribe Bookings System - setup fee and 1 month subscription. Now in budget	£454.00	FC24/054.8			£454.00
FC/N&B	Operational	Emergency tree works at Homefield Park	£8,900.00	24/108.2			£8,900.00
FC	Operational	Histon and Impington Feast Committee - 2 stalls at Feast Sunday	£40.00	25/019.2			£40.00
FGL	Discretionary	Community Facilities Meeting Spaces S106 spend HI Friends @ Kay Hitch Way	£2,820.00			£2,820.00	
HDFS	Operational	Work to install footpath ramps at Buxhall Farm (50% to be paid back by County)	£1,500.00				£1,500.00
WRL	Discretionary	10% of fee for Northmore	£799.50	FC25/019.3			£799.50
WRL	Discretionary	15% of fee for Northmore	£1,199.25	FC25/019.3			£1,199.25
WRL	Operational	Installation of basket swing at Rec Play area inc. additional safety surface	£5,663.00			£5,663.00	
HDFS	Operational	Installation of Give Way signs at Mill Lane as requested by residents - application fee	£500.00	FGL24/30.1			£500.00
	Operational	Annual rent for Infant School Field	£1,000.00				£1,000.00
	Operational	21/22 LHI Bid - invoiced	£14,595.95		£14,595.95		
WRL	Operational	Replacement shower heads for pavilion changing rooms	£2,950.00		£2,950.00		
WRL	Discretionary	50% of fee for Northmore	£3,997.50	FC25/019.3			£3,997.50
		TOTAL SPENT	£46,659.70		£17,545.95	£10,555.50	£18,558.25
Agreed Spend					Specified Reserve?	Section 106?	General reserves?
Item/Owner	Operational/New Project	Item & Supplier	Amount	Minute			
Full/WRL	Discretionary	Gift for Forest School	£200.00	FC23/028.2			£200.00

HDFS	Operational	Removal of Pedestrian Barriers (on 3 year plan)	£5,000.00	FGL24/30.1			£5,000.00
HDFS	Operational	Installation of Give Way signs at Mill Lane as requested by residents (3260.08+1262). £500 application fee spent	£4,022.08	FGL24/30.1			£4,022.08
WRL	Discretionary	RDG new survey from Northmores- 25% paid	£1,998.75	FC25/019.3			£1,998.75
HDFS	Operational	Water pump at Gatehouse Road - 50% of 10,000 grant being applied for	£5,000.00	FC25/043.5			£5,000.00
FGL	Operational	Civic.ly Fixed Assets module	£1,908.00	F25/043.3			£1,908.00
		TOTAL	£18,128.83		£0.00	£0.00	£18,128.83
Agreed plus spent total			£64,788.53		£17,545.95	£10,555.50	£36,687.08

PRECEPT FIGURES

Capital projects	60,000.00
Contribution from reserves	60,000.00
Contingency	15,000.00

Section 106 Funds at 31.07.24
Histon

Updated - some of hard court resurfacing

Address	Area	Date Received	Amount	Amount Spent to Date	Amount Remaining	Expiry Date
24/26 Cottenham Road	POS	4.12.10	3,104.38	3,104.38	0.00	20.8.20
2 Water Lane	POS	11.1.11	4,258.90	4,258.90	0.00	1.12.20
2 Water Lane	CS	11.1.11	718.78	718.78	0.00	1.12.20
49 Cottenham Road	POS	11.5.11	2,023.68	2,023.68	0.00	16.3.21
102 Cottenham Road	POS	28.6.11	4,479.95	4,479.95	0.00	2.4.21
1 Cottenham Road	POS	28.12.11	3,104.38	3,104.38	0.00	11.11.21
23 Home Close	POS	17.7.12	859.48	859.48	0.00	28.5.22
23 Home Close	CS	17.7.12	145.06	145.06	0.00	28.5.22
14 Cottenham Road	POS	29.5.13	3,104.38	3,104.38	0.00	8.4.23
14 Cottenham Road	CS	29.5.13	513.04	513.04	0.00	8.4.23
43a Cottenham Road	CS	2.7.13	703.84	703.84	0.00	17.5.23
4a Water Lane	POS	1.11.13	4,258.90	4,258.90	0.00	8 (5 years only)
4a Water Lane	CS	1.11.13	703.84	703.84	0.00	8 (5 years only)
26a High Street	POS	11.12.13	2,339.99	2,339.99	0.00	14.10.23
26a High Street	CS	11.12.13	386.72	386.72	0.00	14.10.23 Projector
18 Pages Close	POS	7.8.14	6,208.76	6,208.76	0.00	4.6.24 Abbeyfields legal costs, lease payments May-Aug, report.
18 Pages Close	CS	7.8.14	1,026.08	1,011.85	14.23	4.6.24 Projector
						Abbeyfields tools and tree survey. Lease Sep & Oct. Fence materials, Charity legal, Buchans hedge. Infants grass x2 and gate. Nov Abbeyfields expanse, infant school grass. Dec Abbeyfields lease and expenses. Jan Abbeyfields lease and 2 x infant school field cut. Abbeyfields Feb lease and Screwfix expenses. Feb Welding and gate expenses and part of March lease
49 Station Rd (Bishops Cycles)	POS	20.2.18	14,650.43	14,650.43	0.00	23.10.37
49 Station Rd (Bishops Cycles)	OS Comm	20.2.18	5,518.68	3,000.00	2,518.68	23.10.37 (20 years) Piaggio Deposit (2.10.18)
Station Yard	CS	11.03.21	3,819.42	0.00	3,819.42	2.02.31
Station Yard	CPS	11.03.21	2,715.81	0.00	2,715.81	2.02.31
						Remainder of March lease. April grass cutting infant school field 162.74. CCSA Lease Augustus less credits. Infant School Field lease 22-23. Benches for manorial waste 3.87 of total
Station Yard	POS	11.03.21	1,588.12	1,588.12	0.00	2.03.31
Station Yard	SF	11.03.21	8,414.70	5,355.58	3,059.12	2.03.31 Ashtons infant School field lease fees + additional work on new lease. Sept Infant grass cutting. July 24 Part of hard court resurface 2188.84
			74,647.32	62,520.06	12,127.26	
Funds received						
Public Open Space (3411)			49,981.35	49,981.35	0.00	
Community Facility & Indoor Meeting Space (3421)			8,016.78	4,183.13	3,833.65	
Off Site OS Commuted (3429)			5,518.68	3,000.00	2,518.68	
Sports Facilities and Spaces (3451)			8,414.70	5,355.58	3,059.12	
Children' Play Spaces (3461)			2,715.81	-	2,715.81	
Allotments & Community Orchards (3471)			0.00	-	0.00	
Green Infrastructure (3481)			0.00	0.00	0.00	

74,647.32 62,520.06 12,127.26

Funds Spent

The Green Play Area	POS	10,412.00	
The Green Play Area signs	POS	302.00	
StAC	CS	2,500.00	
Manor Park Lease (2 yrs)	POS	16,820.04	
Rest Room - Ancillary Items	CS	630.00	
Plan Perm - Cricket Nets	POS	97.50	
Projector	CS	1,053.13	
Piaggio Deposit	OS Comm	3,000.00	Petrol Piaggio deposit
Abbeyfields lease for May-July, Ashtor	POS	5,862.13	
Abbeyfields Lease August	POS	1,048.00	
Abbeyfields Tree Survey	POS	750.00	
Abbeyfields Tools	POS	80.37	
Abbeyfields lease September & October	POS	2,096.00	
Abbeyfields McVeigh Parker fence ma	POS	1,054.33	
Abbeyfields Charity legal work	POS	3,000.00	
Abbeyfields Buchans hedge cutting	POS	136.00	
Infant School Field Grass cutting & Col	POS	549.00	
Infant School Field Gate	POS	478.00	
Abbeyfields expenses and Nov lease	POS	1,240.37	
Infant School field grass cut	POS	158.00	
Abbeyfields Dec lease and expenses	POS	1,075.36	
Abbeyfields Jan 22 lease	POS	1,048.00	
Infant school field cuts Sep and Oct.	POS	158.00	
Abbeyfields Feb 22 lease	POS	1,048.00	
Abbeyfields Screwfix spend locks	POS	94.07	
Abbeyfeilds March lease, Welding and Gate expenses	POS	1,269.07	
Ashtons infant school fields	SF	965.00	
Infant School Field Grass cutting April	POS	162.94	
CCSA Lease August less credits	POS	38.30	
Ashtons infant school fields	SF	2,039.00	
Infant School Field lease	POS	1,000.00	---
Buchans Infant School Grass cutting Sept 22	SF	162.74	
Part of benches for Manorial Waste (Second life)	POS	3.87	
Cambridge Courts - Hard court resurfacing (part)	SF	2,188.84	
		62,520.06	

30.04.25

Impington

Updated - Comm Fac spend, basket swing installation

Address	Area	Date Received	Amount	Amount Spent to Date	Amount Remaining	Expiry Date	
84 Hereward Close	POS		2,139.29	2,139.29	0.00		
Land adj. 45 Impington Lane	POS	18.11.10	4,258.90	4,258.90	0.00		
Merrington Place	POS	7.5.11	47,741.55	47,741.55	0.00	18.3.21	
Merrington Place	OS Comm	7.5.11	21,197.91	21,197.91	0.00	18.3.21	Rec Perimeter fence
159 Station Road	POS	4.10.11	2,257.54	2,257.54	0.00	10.8.21	
5 Villa Road	POS	20.12.11	743.82	743.82	0.00	4.11.21	
5 Villa Road	CS	20.12.11	290.11	290.11	0.00	4.11.21	
Merrington Place (Phase 2)	POS	7.9.12	55,017.41	55,017.41	0.00	10.8.22	Cricket Nets - 19.1.16 & 31.3.16 / Safety Nets 31.3.16
							Office furniture & alterations, computer upgrade. CKH reinstall electric £3552.87, and £640.49. Removal of storage heaters in office 125.25, office stationery 43.56, Flipchart 57.00 Skip 221.00, desk and pedestal 206.00+115.00, replacement lights in Community room 1374.27. Air con offices 4947.00. Air con Community room 434.60 of 6816.00
Merrington Place (Phase 2)	CS	7.9.12	15,928.26	15,928.26	0.00	10.8.22	
Merrington Place (Phase 2)	OS Comm	7.9.12	24,344.04	24,344.04	0.00	10.8.22	Rec Perimeter fence inc completion / Piaggio inc. elec socket/security
7 Water Lane	POS	11.6.13	4,258.90	4,258.90	0.00	15.5.23	Safety Nets 31.3.16
7 Water Lane	CS	11.6.13	703.84	703.84	0.00	15.5.23	Air con community room 703.84 of 6816
64 & 68 Mill Lane	POS	11.7.13	4,258.90	4,258.90	0.00	24.5.23	Safety Nets 31.3.16
64 & 68 Mill Lane	CS	11.7.13	703.84	703.84	0.00	24.5.23	Community Room Air Con 703.84 of 6816.00
NIAB	Public Art	18.7.13	15,001.39	15,001.17	0.22	.15 (5 years only)	
10 Mill Road	POS	30.7.13	3,189.82	3,189.82	0.00	21.6.23	Safety Nets 31.3.16, Cricket nets CC Vat liability. Piaggio ins/security (set up)
10 Mill Road	CS	30.7.13	527.16	527.16	0.00	21.6.23	Community Room Air Con 527.16 of 6816.00
							Safety net bal; Cricket net; Piaggio security; MUGA refurbishment; Sth Rd Roundabout; 2nd Piaggio balance; compound upgrade necessary electrical works; CKH electricity. Aug 22 CCSa September lease & Infant school field grass nay June & July, infant school field august. CCSA lease Nov 22. CCSA lease Feb 23, Marcg 23, Apr 23. Safety nets for tennis court 661.23. play area at Rec safety surface 11,434. Benches for Manorial Waste 2052.13. Manorial Waste landscaping 7451, Erika Inv Part of 2160.65 (387.69)
Bellway Homes (Primrose Lane)	POS	30.7.13	75,256.91	75,256.91	0.00	21.6.23	** £800 rec'd Feast Comm so credited back to S106 - POS. Community Room Air Con 4,446.56 of 6816.00. Community Room blind replacement £2,072.50. Kay hitch way 2820.00
Bellway Homes (Primrose Lane)	CS	30.7.13	34,166.66	9,339.06	24,827.60	21.6.23	
24 Hereward Close	POS	1.11.13	3,104.38	3,104.38	0.00	27.8.23	Erika Inv Part of 2160.65 (1772.96), Infant School field lease 23-24 £1,000, Abbeyfields may lease 331.42 (Part of 609)
24 Hereward Close	CS	1.11.13	513.04	0.00	513.04	27.8.23	
27 Pepys Terrace	POS	16.1.14	3,104.38	3104.38	0.00	16.12.23	Abbeyfields May lease part 277.58 (of 609), June lease 609, 2717.8 container Jof 3275)
27 Pepys Terrace	CS	16.1.14	513.04	0.00	513.04	16.12.23	
2 Hereward Close	POS	18.2.14	3,145.23	3,145.23	0.00	13.1.24	Remainder of container 1057.20 (of 3275). Turfing at School Hill 1000.00. Part of play area resurfacing 1088.03
2 Hereward Close	CS	18.2.14	519.79	0.00	519.79	13.1.24	
27 Cambridge Road	POS	18.1.14	2,273.68	2,273.68	0.00	6.1.24	Part of play area resurfacing 2773.68
27 Cambridge Road	CS	18.1.14	375.76	0.00	375.76	6.1.24	
Bellway Homes	Public Art	20.5.14	31,228.50	11,879.35	19,349.15	22.04.24	Pd to Camb B/Soc. £200 Quacky Races; Samba & Graffiti Events; Structural Serv & PP for Glazed Pavilion; £1,500 Alison Turnbull 'Theories of Home' project; £4,233 Making Marks 'Theories Of Home'; £7,000 Making Marks 'Theories of Home' BUT 11233 received in grant money. Pat Fellet Memorial bench plus installation £3,320 + 102, Memorial book 18.74
155 Station Road	POS	16.9.14	3,104.38	3,104.38	0.00	15.8.24	Part of play area resurfacing 3104.38
155 Station Road	CS	16.9.14	513.04	0.00	513.04	15.8.24	
2 Pepys Terrace	POS	4.11.14	2,244.90	2,244.90	0.00	16.9.24	Part of play area resurfacing 2244.90
2 Pepys Terrace	CS	4.11.14	371.00	0.00	371.00	16.9.24	
Highfield Road	POS	13.10.16	21,263.44	18,536.29	2,727.15	18.8.26	Remainder play area resurfacing 15224.01. Hard court 50% 3312.28 (of 10944.17)
Highfield Road	CS	13.10.16	3,514.07	0.00	3,514.07	18.8.26	
Hunter's Close, Impington Lane	CPS	01.07.21	36,723.52	28,709.00	8,014.52	02.06.31	Spinmee Roundabout at Play Area at green; replacement swings at Green Feb 25. Basket Swing Rec 5663.00

Hunter's Close, Impington Lane	SFS	01.07.21	28,237.23	28,237.23	0.00	02.06.31	Tennis court fencing- materials 11500. Resurface of hard court deposit 1094.42. Hard court 35% 7660.92. Hard court 50% 7631.89 (of 10944.17).
Hunter's Close, Impington Lane	CS	01.07.21	12,819.71	0.00	12,819.71	02.06.31	
Hunter's Close, Impington Lane	PA	01.07.21	13,657.31	0.00	13,657.31	02.06.31	

479,212.65

391,497.25

87,715.40

Total Funds received

Public Open Space (3412)		237,363.43	234,636.28	2,727.15
Community Facility & Indoor Meeting Space (3422)		71,459.32	27,492.27	43,967.05
Off Site OS Commuted (3429)		45,541.95	45,541.95	0.00
Public Art (3440)		59,887.20	26,880.52	33,006.68

24/3/21 New Funds added :

Sports Facilities and Spaces (3452)		28,237.23	28,237.23	0.00
Children's Play Spaces (3462)		36,723.52	28,709.00	8,014.52
Allotments & Community Orchards (3472)		0.00	0.00	0.00
Green Infrastructure (3482)		0.00	0.00	0.00

TOTAL

479,212.65

391,497.25

87,715.40

Funds Spent

Recreation Ground PA	POS	2,139.29	
12 New Road	POS	42,780.06	
South Rd Play Area (Roundabout)	POS	7,048.15	
H/Park Gate	Public Art	14,000.00	
H/Park Gate- Proj. Man. Fee	Public Art	750.00	
StAC	CS	2,500.00	
Manor Park Lease (2 yrs)	POS	3,179.96	
The Green Play Area	POS	22,500.00	
Duck Platform	POS	1,449.00	
Homefield Park Paths	POS	2,665.00	
H/Park Opening Event	Public Art	73.92	
H/Park Opening Event - final	Public Art	177.25	
Rec Perimeter Fence	OS Comm	27,500.00	
Cricket Net deposit	POS	8,400.00	
Piaggio 50% deposit & Balance	OS Comm	12,903.00	
Cricket Net bal less contributions	POS	11,300.00	** Bal £19,600 less £5,500 (Club), £2,000 (FOR) £800 (Feast) = £11,300
Safety Netting	POS	20,000.00	
Rec Perimeter Fence Completion	OS Comm	4,650.00	
Cricket Net CC Vat Liability	POS	916.67	
Piaggio Insurance/security	POS	832.93	Part of set up costs
Safety Netting balance	POS	6,460.00	
Cricket Nets	POS	740.40	Removal of hazardous waste

Cricket Nets	POS	1,250.00
Piaggio- elec socket/security	OS Comm	488.95
Quacky Races	Public Art	200.00
Samba Event	Public Art	1,000.00
MUGA Refurbishment	POS	23,096.00
Graffiti Event	Public Art	321.11
Sth Rd Roundabout	POS	2,958.06
Glazed Pavilion	Public Art	220.00
Glazed Pavilion	Public Art	97.50
Alison Turnbull Assoc	Public Art	1,500.00
Making Marks Ltd	Public Art	5,000.00
Piaggio	POS	3,588.73
Compound Upgrade	POS	854.00
CKH Electricity	POS	11,282.78
Making Marks Ltd	Public Art	100.00
CBS, Avanit Systems, Site& M	CS	2,001.33
UK Power Networks and British Gas	CS	3,134.87
S Pollard ground work	CS	418.00
Proserv	CS	640.49
SJ Pollard	SFS	11,850.00
Abbeyfields CCSA lease September 22	POS	609.00
Infant School Field grass cutting	POS	488.22
Removal of office heaters	CS	125.25
Slip hire office refurb	CS	221.00
Flipchart office refurb	CS	57.00
Office stationery for refurb	CS	43.56
Infant School Field grass cutting Aug	POS	162.74
Abbeyfields CCSA lease November 22	POS	609.00
CBS Desk for office	CS	206.00
CBS Pedestal Unit for Office	CS	115.00
Abbeyfields CCSA lease Feb 23	POS	609.00
Abbeyfields CCSA lease Mar 23	POS	609.00
Abbeyfields CCSA lease April 23	POS	609.00
S Hobbs lights in Community Room	CS	1,374.27
Abbeyfields CCSA lease May 23	POS	609.00
Safety nets for tennis courts	POS	661.23
Abbeyfields CCSA lease June 23	POS	609.00
Safety surface play area	POS	11,434.00
Benches for Manorial Waste	POS	2,052.13
Hard court safety surface deposit	SFS	1,094.42
School Hill - Emerald landscaping	POS	7,451.00
School Hill- Erika Hunt	POS	2,160.65
Infant School Field Lease 23-24	POS	1,000.00
Lion Containers	POS	3,275.00
Emerald - turfing at School hill	POS	1,000.00
Resurfacing play areas at Green and Rec	POS	23,935.00

Contract Management

Part of set up costs

Bal from Spec Res code 3363

Held 13.5.17 - materials and Facilitator

Bal from Spec Res code 3364 (£3,137.00)

Structural Services (Ashton Consulting Engineers)

Planning Permission

Project management fee 'Theories of Home' project

Theories of Home project

Balance for 2nd Piaggio (petrol)

PA Collacott - necessary electrical works

UKPN, Pro-Serv, British Gas (total)

Theories of Home project - additional workshop

Office furniture & alterations, computer upgrade etc

CKH Reinstall electrics

CKH Reinstall electrics

CKH Reinstall electrics

Tennis court fencing materials

3.87 taken from Histon S106.

<i>Adcoco's Air con offices</i>	<i>CS</i>	4,947.00
<i>Adcocks Community Room Aircon</i>	<i>CS</i>	6,816.00
<i>Hard court safety surface replacement 35%</i>	<i>SFS</i>	7,660.92
<i>Hard court safety surface 50% part</i>	<i>SFS</i>	7,631.89
<i>Hard court safety surface 50% part</i>	<i>POS</i>	3,312.28
<i>Roundabout at Play Area at Green</i>	<i>CPS</i>	15,150.00
<i>Pat Fleet bench and installation</i>	<i>Public Art</i>	3,422.00
<i>Memorial Book for bench installation ceremony</i>	<i>Public Art</i>	18.74
<i>Swings at Play Area at Green</i>	<i>CPS</i>	7,896.00
<i>Community Room Blinds</i>	<i>CS</i>	2,072.50
<i>Comm Facilitates Kay Hitch Way</i>	<i>CS</i>	2,820.00
<i>Basket swing at Rec Play Area</i>	<i>CPS</i>	5,663.00
		391,497.25

APPLICATION FORM

Histon & Impington Parish Council**Section 106 Community Facilities Grant Application Form**

(Sections with a * must be completed)

Full title of Organisation /Group*	Parochial Church Council of St Andrew's Church, Histon
Name and Address of Main Contact* Telephone no.: E-mail address:	Louise Vincent (Churchwarden) 6 Pages Close Histon Cambridge CB24 9HF 07970 912196 Louise_dudley@btinternet.com
Additional contacts e.g. Treasurer if required (if different from above)*	Ben Shin (Churchwarden) Email: skybenedict@gmail.com Jo Roach Email: office@standrewshiston.org
Full details of the project(s), including aims and objectives of the project*	<p>The church stable room garden is on two levels and the upper terrace can be accessed from the building via a set of double French doors at the same level. The upper terrace is mainly laid to turf with a large walnut tree. The turfed area has become uneven due to the tree roots.</p> <p>Furthermore, in the winter, the whole area under this tree is reduced to mud, from the entrance gate to the garden, round past the entrance to the Stable Room and across most of the terrace. This makes the space unusable in winter and after a wet weather period.</p> <p>These rooms are used by the church, especially after services, and by various community groups who book the Stable Room. Although there is level access between the indoors and outdoors, the condition of the surface means that it is a great challenge for people with limited mobility to navigate the area unaided.</p> <p>The objectives are to:</p> <ol style="list-style-type: none"> 1. Reduce the levels of mud so that the space directly outside the rear entrance to the Stable Room can be used at any time of year. 2. At the same time, allow for adequate draining on the upper level to avoid drainage issues being transferred to the lower level.

	3. Improve accessibility by providing stable paths and some hard standing, e.g. enabling wheelchair users to navigate the area unaided. 4. Avoid damage to the walnut tree, which is in a conservation area, by building gravel paths that will not damage root growth.
Total Cost of project *	Quote 1: £9240 incl VAT Quote 2: £10,330.60 incl VAT
What is the timescale of the project?*	Both contractors will be able to complete the work before the end of Dec 2025
I hereby apply for a grant for assistance towards the projects mentioned above and I confirm that the information given above is, to the best of my knowledge and belief, correct. Signed..... <u>A.L. Vincent</u> Date <u>14th August 2025</u> Position in Organisation/Group.. <u>Churchwarden</u> Purpose for grant explained Completed for and copy of annual accounts should be sent to: The Parish Clerk, Histon & Impington Parish Council, The Parish Office, Histon & Impington Recreation Ground, New Road, Impington, Cambridge, CB24 9LU e-mail: clerk@hisimp-pc.gov.uk	

APPLICATION FORM

Histon & Impington Parish Council**Section 106 Community Facilities Grant Application Form**

(Sections with a * must be completed)

Full title of Organisation /Group*	Saint Andrew's Centre
Name and Address of Main Contact* Telephone no: E-mail address:	Jo Roach (Centre Manager) Saint Andrew's Centre, School Hill, Histon. CB24 9JE 01223 320420 office@standrewshiston.org
Additional contacts e.g. Treasurer if required (if different from above)*	
Full details of the project(s), including aims and objectives of the project*	<p>Installation of an electrically assisted door for the main entrance of the Saint Andrew's Centre.</p> <p>The aim is to facilitate entry by those who are less mobile, such as those in wheelchairs, who generally depend on others to open the front door for them. Also parents/carers with buggies and small children would be able to enter more easily.</p> <p>The design includes appropriate safety features, such as manual over-ride, links to the fire system, etc.</p>
Total Cost of project *	£7697.92 (£6,414.93 +VAT)
What is the timescale of the project?*	Proposed installation date is August 2025 (exact dates are TBC)

I hereby apply for a grant for assistance towards the projects mentioned above and I confirm that the information given above is, to the best of my knowledge and belief, correct.

Signed..........Date.....3 June 2025.....

Position in Organisation/Group... **Centre Manager**.....

Purpose for grant explained

Completed for and copy of annual accounts should be sent to:
The Parish Clerk, Histon & Impington Parish Council, The Parish Office, Histon & Impington
Recreation Ground, New Road, Impington, Cambridge, CB24 9LU
e-mail: clerk@hisimp-pc.gov.uk

Histon & Impington Parish Council

Receipts and Payments compared with Flexed Budget (01/04/2025 to 30/09/2025)

		Budget Receipts		Act. Receipts	Budget Payments		Act. Payments
		Total for year	Year to Date		Total for Year	Year to Date	
Cost Centre	30 Other Reserves						
3010	Community Facilities						
3020	Community Services						
3030	Community Space Reserve Fund						
3040	Public Open Space Reserve Fund						
Cost Centre	32 Highways, Drainage & Formal Spaces Reserves						
3200	War Memorial	1,000.00	1,000.00				
3220	Burial Ground Improvements	4,000.00	2,000.00				
3240	Land Fund						
3260	LAI - LHI bid 21-22				14,595.95	14,595.95	14,595.00
3261	LHI Bid 23-24						
3280	Replacement Vehicle reserve	3,000.00	3,000.00				
Cost Centre	34 Nature and Biodiversity Reserves						
3400	Brook Improvements						
Cost Centre	36 Wellbeing, Recreation and Leisure Reserves						
3600	Skatepark/Pump Track Provision						
3610	Machinery Replacement	5,000.00	2,499.98				
3620	Sports Courts	3,000.00	1,500.00				
3630	Play Equipment	10,000.00	5,000.02				
3640	Facility Improvement inc. Fence	3,000.00	1,500.00		2,950.00	2,950.00	2,950.00
3650	Drainage	5,000.00	2,499.98				
Cost Centre	38 S106 Reserves Histon						
3800	Public Open Space						
3810	Comm facility Indoor Meet Space						
3820	Off Site OS Commuted						

3830 Public Art
 3840 Sports Facilities & Space
 3850 Children's Play Spaces
 3860 Allot & Comm Orchards
 3870 Green Infrastructure

Cost Centre 39 S106 Reserves Impington

3900 Public Open Space				
3910 Comm Facility- Indoor Meet Spac		4,892.00	2,445.98	4,892.50
3920 Off Site OS Commuted				
3930 Public Art				
3940 Sports Facilities & Space				
3950 Children's Play Spaces		5,663.00	5,663.00	5,663.00
3960 Allot & Comm Orchards				
3970 Green Infrastructure				

Cost Centre 40 Income

4000 Precept	455,489.17	455,489.17	227,744.57	
4010 Interest	23,000.00	11,499.98	22,373.12	

Cost Centre 42 Highways, Drainage and Formal Spaces Income

4200 Allotment Rents: Gatehouse Road	630.00	315.00	336.00	
4210 Allotment Rents: Mill Lane	315.00	157.50	210.00	
4220 Burial Ground Fees	6,000.00	3,000.00	2,590.00	
4230 Village Green Income	600.00	300.00	0	
4240 Refuse Collection - School Hill	1,950.00	975.00	975.00	

Cost Centre 44 Nature and Biodiversity Income

4400 Homefield Park			0	
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Cost Centre 46 Wellbeing, Recreation & Leisure Income

4600 Club Receipts	22,650.00	11,325.00	61.61	
4610 Ground Takings: Cricket	1,200.00	600.00	143.00	
4620 Ground Takings Football	1,575.00	787.50	360.00	
4630 Ground Takings Tennis grass courts	0	0	35.00	
4640 Ground Takings: General	50.00	24.98	0	
4650 Sports Courts Fees: Football	8,000.00	3,999.98	4,761.00	546.00
4660 Sports Courts Fees: Netball	2,500.00	1,250.02	0	

4670	Sports Courts Fees Tennis	1,500.00	750.00	1,268.00
4680	Sports Courts Fees: General	650.00	324.98	227.50
4690	Pavilion Rental	7,000.00	3,500.02	3,733.40
4700	12 New Road - Rent			

Cost Centre 48 Other income

4800	Section 106			
4810	Donations			
4820	VAT refunds			
4830	Other Income	2,349.98	2,349.98	2,405.21

Cost Centre 50 -Finance, Governance & Legal EXPENDITURE

5000	Audit & Bank		2,000.00	999.98	2,474.35
5010	Council Tax		13,050.00	6,525.00	11,551.85
5020	Chairman's Expenses		100.00	50.02	95.00
5030	Computer Repairs & Maintenance		500.00	249.98	0.00
5040	Computer Consumables		1,500.00	750.00	395.00
5050	Elections - Histon				
5055	Elections - Impington				
5060	Insurance		12,800.00	6,399.98	12,107.74
5070	Legal Expenses		4,000.00	2,000.02	2,506.00
5080	Professional Fees		1,500.00	750.00	288.00
5090	Newsletter		3,500.00	1,749.98	0.00
5100	Office Costs		5,000.00	2,499.98	1,638.59
5110	Subscriptions		2,300.00	1,149.98	309.93
5115	Business Software Subscriptions		6,500.00	3,249.98	3,598.20
5120	Telephone & Broadband		1,400.00	699.98	260.16
5130	Training		2,500.00	1,250.02	145.00
5140	Web Site		650.00	324.98	116.61
5150	Public Works Loans:· Completion		2,140.24	1,070.14	1,080.83
5160	Public Works Loans:· Freehold		5,439.38	2,719.70	2,719.69
5170	Public Works Loans:· Office		2,209.28	1,104.62	1,114.42
5180	Public Works Loans: Pavilion		16,627.79	8,313.89	8,387.54
5200	Salaries - Admin		70,528.64	35,264.30	34,536.56
5210	Pensions -Admin		17,230.40	8,615.18	8,334.18
5220	Tax & NI - Admin		28,508.16	14,254.08	13,164.44
5230	Salaries - Groundstaff		40,402.43	20,201.21	13,271.97
5240	Pensions - Groundstaff		10,539.44	5,269.70	3,840.23
5250	Tax & NI - Groundstaff		14,970.54	7,485.35	4,266.57

5260	Pension - AVC			
5300	Community Support:Village Ward	11,000.00	5,500.00	8,000.00
5310	Community Support Older Persor	9,600.00	4,800.00	9,234.00
5320	Community Support - Wellbeing	10,700.00	5,350.00	10,260.00
5330	Community Support -Dementia S	6,500.00	3,250.00	6,156.00
5340	Community Support -Feast			
5350	Community Support/ Donations	1,000.00	500.02	

Cost Centre 55 Highways, Drainage & FS EXI

5500	Street Lights	1,930.00	965.02	653.31
5510	High St Car Park Maintenance	2,000.00	999.98	0
5520	Highways Improvements	1,000.00	500.02	0
5550	Allotments Expenses- Mill Lane	200.00	99.98	0
5560	Allotments Expenses - Gatehouse	500.00	249.98	0
5570	Burial Ground:Equipment & Expe	1,000.00	500.02	51.02
5580	Trade Waste	3,620.00	1,809.98	2,740.36
5590	Piaggio fuel & Maintenance	3,000.00	1,500.00	292.75
5600	Street Furniture Maintenance	1,000.00	500.02	675.53
5610	War Memorial Maintenance	500.00	249.98	0.00
5620	Village Green	4,000.00	2,000.02	188.00
5640	Open Spaces Electricity	500.00	249.98	223.86
5650	Flood Plan	200.00	99.98	0.00

Cost Centre 60 Nature and Biodiversity EXPI

5630	Public Art			
5660	Planter Maintenance	150.00	75.00	0
6000	Trees & Hedges Maintenance	8,000.00	3,999.98	0
6010	Trees - New Planting	2,500.00	1,250.02	0
6020	Grasscutting	18,000.00	9,000.00	7,788.00
6030	Open Spaces: Homefield Park	750.00	375.00	48.02
6040	Open Spaces: Pocket Parks	750.00	375.00	0
6050	Open Spaces: The Copse	750.00	375.00	0
6060	Open Spaces: The Coppice	750.00	375.00	0
6070	Open Spaces: Manor Field	750.00	375.00	578.00
6075	Open Spaces: Other	50.00	24.98	0
6080	Support for Volunteer Groups	250.00	125.02	147.43
6090	Biodiversity Improvements	2,000.00	999.98	0
6100	P12 Neighbourhood Plan projects	2,000.00	999.98	0.00
6120	Tree Advisor Contract	2,600.00	1,299.98	630.00

6140	Community Net Zero Projects (P2)			6,000.00	3,000.00	0.00	
6900	Nature Recovery Project						
Cost Centre 65 Planning EXPENDITURE							
6500	Neighbourhood Plan			5,000.00	2,499.98	0	
6510	Planning Expenses			1,500.00	750.00	0	
6520	Community Land Trust						
Cost Centre 70 Wellbeing, Recreation & Leis							
5530	The Green Play Area Maintenan			2,000.00	999.98	802.95	
5540	South Road Play Area Maintenan			1,200.00	600.00	94.95	
7000	Rec Contractor Work			27,500.00	13,749.98	12,164.98	
7010	Rec Machinery Maintenance			5,000.00	2,499.98	65.00	
7020	Rec Ground Maintenance	336.00		7,000.00	3,500.02	7,815.40	
7030	Rec Pitch Maintenance			6,000.00	3,000.00	1,103.56	
7040	Rec Sports Courts Maintenance			750.00	375.00	231.48	
7050	Rec CCTV & Lights Maintenance			2,000.00	999.98	385.00	
7060	Rec Tree Maintenance			1,000.00	500.02	0.00	
7070	12 New Road Maintenance			4,000.00	2,000.02	2,804.50	
7080	Rec Pavilion Maintenance			15,000.00	7,500.00	8,017.95	
7090	Rec Play Area Maintenance inc f			2,500.00	1,250.02	1,263.60	
7100	Rec Utilities: Water Rates			535.00	267.52	653.04	
7102	Rec Utilities: Electricity			10,670.00	5,334.98	2,557.32	
7104	Rec Utilities: Gas			3,500.00	1,749.98	1,133.43	
7106	Rec Utilities: Telephone			306.36	153.18	0.00	
7108	Rec Utilities: Fuel			2,348.00	1,173.98	161.77	
7110	New Capital Equipment			2,000.00	999.98	0.00	
7120	Facility Improvements						
7125	School Hill Maintenance			1,500.00	750.00	0.00	
7130	Community Park Project						
8500	Youth			25,000.00	12,500.00	9,120.67	
Cost Centre 80 Kings Meadow							
8000	Kings Meadow						
Cost Centre 90 General Reserves Spend							
9000	General Reserves Spend	750.00		60,000.00	30,000.00	17,936.25	
GRAND TOTALS		£569,459.15	£515,649.09	£269,032.06	£583,856.61	£303,532.50	£268,827.49

**WITHOUT PREJUDICE, SUBJECT TO CONTRACT
AND BOARD APPROVAL**

**DRAFT HEADS OF TERMS FOR A SALE AND TRANSFER OF LAND AT THE
JUNCTION OF WINDMILL LANE AND NARROW LANE, HISTON AND LAND ON
THE SOUTH SIDE OF NARROW LANE, HISTON**

1. PARTIES	<p>(1) HOLCIM UK LIMITED (Company Registration number 245717) whose registered office is at Bardon Road , Coalville, Leicestershire, LE67 1TL ('the Seller)</p> <p>(2) HISTON AND IMPINGTON PARISH COUNCIL Parish Office, Recreation Ground, New Road, Impington CB24 9LU</p>
2. PARTIES' SOLICITORS	<p>The Purchaser: TBC</p> <p>The Seller: TBC</p>
3. FORM OF AGREEMENT	Transfer of land & buildings (TR1) as shown edged red on the attached plan
4. TITLE	The property is registered under title no. CB115246
5. PURCHASE PRICE	£1,000.00 (One Thousand Pounds)
6. PROPERTY TO BE TRANSFERRED	Land at the Junction of Windmill Lane and Narrow Lane, Histon and Land on the South Side of Narrow Lane, Histon ('The Property')
7. CONDITIONS OF SALE	<ul style="list-style-type: none"> The Seller will retain the mines and minerals from the sale; Property to be transferred shall be used only as a landscaped recreational area for the village
8. EXCHANGE AND COMPLETION	The parties will endeavour to ensure that completion takes place no later than Tuesday 1 st December 2025
9. LEGAL COSTS	Purchaser to pay the Seller's legal costs
10. DRAFTING OF DOCUMENTATION	To be undertaken by the Seller's solicitors.
11. DISCLAIMER	These Heads of Terms are for reference purposes only and do not form part of any binding contract between the named parties.

June 2025

H.M. LAND REGISTRY		TITLE NUMBER
		CB115246
ORDNANCE SURVEY PLAN REFERENCE	TL 4363 K	Scale 1/1250 Enlarged from 1/2500
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