

IMPINGTON PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING held Wednesday 6th June 2007 at 7.30p.m. at the Parish Office, New Road, Impington Pages: 2

Present: Cllrs H S Abdullah (Chairman), J P Teague, B S Ing Clerk: Mrs A Young

Apologies for absence: Cllr D Payne, Cllr Gooden (both personal)

1. Election of Chairman

All in favour that Cllr Abdullah be elected Chairman for the meeting in absence of Cllr D Payne

2. Members Declarations

None

3. Sign & Approve Minutes 7 September 2006

Only Cllr Abdullah had been present. Minutes had gone to Full Council. All agreed to sign as a true record

4. Matters Arising

Risk Assessment Review Risk Assessment 4 – risk levels required identifying. Cllr Abdullah to contact Mark Lawton to see if he willing to carry out review this time. Cllr Ing prepared to assist with comments. Clerk to list items already progressed

Charity Commission Mrs Whitehead had file and would recommend best course of action

Guided Bus Process for compulsory purchase followed. No up-date

Recreation Ground VAT up-date Copy of latest report from PEM copied for all (dated 30.4.07)

5. Standing Orders Review

Current standing orders copied for all committee members. For review after new Code of Conduct adopted (by October 2007). All members to consider any amendment required in meantime. Agreed to ask CALC about suspending part of standing orders only to allow public to speak, in future. Next agenda

6. Financial Regulations; Latest Draft of Financial Strategy

Financial Regulation Review deferred to next meeting

Draft Financial Strategy Latest version copied for all. All agreed to recommend acceptance by Council

7. Ratification of Draft Budgets for 2007 – 2008

As provided to all at May 2007 Full Council. All agreed to accept

8. Internal Audit

End of Year Internal Audit Report copied to all and accepted. All items marked “satisfactory”

Vacancy for Post No applications yet received. All provided with paperwork showing role and suggested approach to internal audit testing. Discussion on skills required and possible candidate

9. Audit – Annual Review of Effectiveness of Internal Audit

New requirement on annual audit to review effectiveness. All agreed to recommend report as copied to all dated 31 May 2007 be attached to audit papers, indicating formal review to be carried out prior to appointment to role and annually. Item 15 on Audit paper, Cllr Ing agreed to be part of any Working Party set up

Asset Register Signed by Cllr Abdullah as correct

Statement of Accounts Now complete and to be referred to Full Council 18 June 2007

Bulk Lists from PWLB Copied to all showing position with all loans as at 31 March 2007

Interest Review (Savings) Youth account and Sec 106 account were not in interest bearing accounts. Other reserves currently spread in various accounts. All agreed Cllrs Ing and Abdullah to investigate best rates currently on offer and make recommendations

Fidelity Currently £146,000. Confirmed sufficient. To review if any Arbury Park money received

10. Other Correspondence and Reports

Agreed Health & Safety policy (jointly with Histon PC, dated 30 November 2006) to be signed by Chairman as soon as possible

Meeting closed at 9 p.m. Next meeting due 9 October 2007

Agenda: Insurance Review; Financial Regulations; Standing Orders; Half Yearly Position