

IMPINGTON PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING held Tuesday 9th October 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, P D Gooden, D W Payne
Clerk: Mrs A Young

1. Election of Chairman

All in favour that Cllr Abdullah be elected Chairman for the meeting

2. Members Declarations

None

3. Sign & Approve Minutes 6 June 2007

All agreed to sign as a true record

4. Matters Arising

Risk Assessment Review Completed by Cllr G S Payne. Next review March 2008

Interest review Discussion on Co-Operative Bank, transfer of all balances to Lloyds for negotiation of preferential rate. Scottish Widows still very competitive rate. Clerk to provide all current rates of interest received to Cllr Abdullah

Joint Health & Safety Policy signed by Chairmen of 2 Parish Councils

5. Standing Orders Review

All agreed:

Page 2 Item 10 delete "moving on to the next business" and insert "the Chairman calls for the vote"

Pages 6 and 9 33a), 57, 58, 59, changes to be made to reflect new Code of Conduct adopted September 2007 (with 12(2) included) and resolution regarding public participation

Item 59 delete "may be required" and insert "will"

Page 9 56 2) discussed but agreed to remain

6. Financial Regulations Review

All agreed:

4.4 – 4.7 to be altered to outline the purpose of the Internal Auditor's role and taken to Full Council for acceptance

6.1 Agreed to explore opportunities to use BACS transfers

6.6 Noted direct debits were possible but required renewal every 2 years. Agreed to investigate payment by direct debit for utilities which could mean discount

7. Annual Insurance Review

Agreed to request quotes from Aon and ESPO for March 2008. Discussion on possibilities of consortium bids by, say CALC; Brokers schemes. Noted items listed required review (e.g. bus shelter Milton Road due to be removed). Confirmed computers for youth club insured by Church. Agreed once quotes received and premium paid April 2008, no further review required for 3 years (2011). Fidelity raised to £164,000

8. Half Yearly Position

All accepted figures with query on expected contingency payment listed of £2,000. Clerk to re-examine and present to the Full Council 15 October for final acceptance. Youth figures provided by Youth Committee accepted, with some alterations to be made. Committee to

make suggestion on ringfenced funds for skatepark, now on hold, which could mean a reduced request to Parish Councils for 2008-09

9. Audit – up-date on Annual Review of Effectiveness of Internal Audit

Cllr Ing had met with new Internal Auditor, Ron Seaton, together with Clerk and Cllr Neil Davies. Internal Auditor had been employed at £15 p.h., for review. Clerk to draw up explanation of processes between the 2 Parish Councils and Recreation Ground Committee. Cllr Ing agreed to meet with Cllr Davies to prepare annual review, as required by Moore Stephens

Asset Register Review All to be checked, including Burial Ground shed contents. Cllr Abdullah then to sign as correct

10. Other Correspondence and Reports

Talk Talk/BT Discussion on packages, also ESPO possibilities

Photocopier Quotes sought for replacement duplex printer, A4, black & white. Agreed to include ESPO in those to quote and to include figure in precept request, together with A3 colour inkjet desk-top

Arbury Park With a large amount of spend likely over next 6-12 months, agreed budget for Arbury Park required, together with separate accounting sheet. Arbury Park Planning Committee to consider

Meeting closed at 9 p.m. Next meeting due 11 January 2008 (Precept only)