

IMPINGTON PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING held Tuesday 12th MAY 2009 at 7.30p.m. at the Parish Office, New Road, Impington **Pages: 2**

Present: Cllrs D W Payne (Chairman), H S Abdullah; G S Payne Clerk: A Young

1 Apologies for Absence

Cllr Ing (working)

2 Members Declarations

None

3 Election of Chairman

All agreed to elect Cllr D W Payne as Chairman for year 2009 – 2010

4 Sign & Approve Minutes 9 January 2009

All agreed to sign as correct record

5 Matters Arising

Replacement member Cllr G S Payne, although new elections due 18 May

Terms of Reference Cllr Ing working on these

BSI

Asset Register up-dated as part of audit

National Savings Mandate signed by Cllr Abdullah, Cllr Ing yet to sign

BSI

Delegations Policy in place; Donations Policy pending

Accounts Package Training in Quickbooks (via Cllr Parish) on-going. Reports now to be available quarterly through this package, not current quarterly report made by Clerk

Standing Order Review Clerk to look at with Delegations Policy and report to next meeting

6 Ratification of Budgets 2009 – 2010

Paper provided showing budgets agreed at Precept and carried forward sums for Environment Committee and Burial Ground, and funds set up. Agreed to present to Full Council as final budgets

7 Agreement to End of Year Figures for Annual Meeting and Acceptance of 4th Quarterly Budget Figures

Simple unaudited budget sheet agreed to present to APM. Noted brought forward figure March 2008 £134,130 and carried forward figure March 2009 £152,373. Largely due to £10,000 Community Centre fund ringfenced; £3,600 other funds; £8,833 Environment underspend carried forward and £2,483 returned to balances from Orchard park administration fund

4th quarter (end of year) Budget comparison accepted (Appendix 1). £32,896 underspend shown as Orchard Park movements not included, nor Youth or Burial Ground income

Noted Quickbooks reports to be available 2009-10 in place of this sheet

8 Internal Audit Report

Report dated 4 May 2009 from Internal Auditor Ron Seaton copied to all (Appx 2) showing no matter of concern. Cllr Ing and Clerk to work on Review of Effectiveness of Independent Internal Audit

BSI

9 Risk Management Plan Review / Risk Assessment Review

Risk Management Review accepted with some change to risk levels. Note made that a contributory factor to judgement of risk level was how many individuals checked at the initiation point

Risk Assessment Review being carried out by Clerk and Cllr G Payne. Health & Safety meeting due 14 May 2009 at Burial Ground to discuss **GSP**

Cllr G Payne to provide Health & Safety report for next meeting **GSP**

Contractors competency checklist. Agreed to use list for future new contractors, detailing insurance cover, policies and certificates

10. Other Correspondence and Reports Received

Transfer to Orchard Park. Report on amount transferred to Orchard Park (£5,047.68) and amount returned to balances (£2,483.17) based on % adjustment at audit, reported to Internal Auditor

Loan lists. List showing all outstanding balances and payments due for 2009-10 provided for all. Noted investigations shown not cost effective to convert loans

Interest at Scottish Widows NO 1 account 0.5% below BR, No 2 account 0.25% below BR. BR currently only 0.5%. Business Fund account pays 1.5% over £50,000. Abbey Link paying 2.81% AER on balances over £50,000 (9 months fixed rate business bond). Agreed RFO to act accordingly, to split funds as necessary

Non-Domestic Rates Burial Ground. Details of changes to rates 09-10 received. No action required

Suffolk ACRE offer Parish Council insurance group scheme with Zurich Insurance. Free no obligation quote available. Agreed to seek advice from CPALC on suitability and if appropriate seek quote

Church Halls fees to increase to £15 per meeting 2009-10.

New gazebos purchased. Old gazebos (not complete) available on application

Meeting closed at 8.30 p.m. Next meeting due 14 July 2009, agenda item timetable applies