

## IMPINGTON PARISH COUNCIL

**MINUTES OF FINANCE COMMITTEE MEETING held Tuesday 14<sup>th</sup> JULY 2009 at 7.30p.m.  
at the Parish Office, New Road, Impington**

**Pages: 2**

Present: Cllrs D W Payne (Chairman), B S Ing; H S Abdullah

Clerk: A Young

### **1 Apologies for Absence**

Cllr G S Payne (holiday)

### **2 Members Declarations**

None

### **3 Sign & Approve Minutes 12 May 2009**

Item 10. Interest at Scottish Widows No 1 account altered to 0.5%. All agreed to then sign as correct record

### **4 Matters Arising**

Terms of Reference Cllr Ing & Clerk working on these

Donations Policy pending. Cllr D Payne to provide for next meeting

Standing Order Review Clerk reviewing in August

Risk Assessment Review Cllr G Payne and Clerk completing for 2009

Interest Bearing accounts New Scottish Widows Business account (7 day notice) at 2% to be opened, papers received 14 July following lengthy delays and problems

Insurance quotes CPALC continue to recommend Came & Co as provider. Quotes to be obtained from various during August

Old Gazebos taken by Enviro Volunteers for use

National Savings account Cllr Ing had now signed mandate. Account would be closed. Clerk to check signatories for Cambridge Building Society account to commence work on closing also

### **5 Quarterly Finance Report**

Quickbooks report reviewed and accepted, showing no unusual trend. Histon Parish Council Burial Ground payment 2008-09 now paid in. Salaries over budget due to bonus payment, virement from other administration budgets or reserves. Cllr D Payne to provide pdf programme for Assistant Clerk's computer to enable reports to be emailed in future, prior to meeting

### **6 Financial Strategy review**

Reviewed and agreed to add word "secure" to Bank & Building Society accounts reference "a high secure rate of interest".

### **7 Audit Report**

Final report not yet received, with amendments having been required to PWLB figures in annual statement.

### **8 Annual Review of Effectiveness of Internal Audit**

Cllr Ing to meet new Internal Auditor Gerry Whitfield 15 July to carry out review

## **9. Health & Safety Report**

Report from Cllr G Payne received and accepted. Health & Safety audit carried out at Burial Ground, Lone Worker/H&S Policy Review with Cllr G Payne. Groundsman to be approached regarding annual renewal of contract in August.

Swine 'Flu pandemic, implications considered. Cllr G Payne to be consulted on any necessary actions at office or other Parish Council owned buildings/places of employment

## **10. Other Correspondence and Reports Received**

1 Agreed Open Credit facility arrangement for cashing cheques to be set up at Barclays Bank

2 Burgoynes Charity and Childrens Playground Charity Mrs Whitehead continued to work on annual returns and attempts to close Charities. Sums in balances reported. Noted may cost in region of £10 to wind up, if allowed. Council ideally wished to wind up both charities, Clerk to check position with deeds or documents held for land. Annual Returns to be completed at office from now. All agreed to fund some flowers for Mrs Whitehead for work carried out in this respect

Meeting closed at 8.25 p.m. Next meeting due 13 October 2009, agenda item timetable applies. To include report on completion of Information Systems Risk Audit to be carried out by Cllr Ing in August.