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PARISH OFFICE
NEW ROAD
IMPINGTON
CAMBRIDGE
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7th October 2009

To members of the Committee:

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** at the Parish Office, New Road, Impington on **Tuesday 13th OCTOBER 2009** due to commence at 7.30 p.m. for the purpose of transacting the following business.

FINANCE COMMITTEE AGENDA

- 1 APOLOGIES FOR ABSENCE
- 2 MEMBERS' DECLARATIONS OF INTEREST for items on the agenda
- 3 TO SIGN AND APPROVE MINUTES OF MEETING 14 JULY 2009 – minutes attached **For decision**
- 4 TERMS OF REFERENCE – To accept **For decision**
- 5 DONATIONS POLICY – To accept for review **For decision**
- 6 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)
Risk Assessment Review complete and to be reported to Full Council **To note only**
Insurance quotes up-date
Accounts to be closed progressing
Annual Review of Effectiveness of Internal Audit carried out
Open Credit facility had been problematic
Charities Mrs Whitehead unable to recommence till 2010. Clerk to work with her to bring to conclusion
- 7 HALF YEARLY FINANCE REPORT – To accept for report to Full Council - attached **For decision**
- 8 STANDING ORDERS REVIEW – To recommend to Full Council **For decision**
- 9 FINANCIAL REGULATIONS REVIEW – To recommend to Full Council, after decision on delegation and timescales **For decision**
- 10 AUDIT REPORT **To accept**
- 11 INFORMATION SYSTEMS RISK REPORT – To discuss and accept **To accept**
- 12 HEALTH & SAFETY REPORT – Any issues raised by Councillors **To accept**
- 13 OTHER CORRESPONDENCE AND REPORTS RECEIVED **To accept**
- 14 DATE AND PLACE OF NEXT MEETING: Proposed: **Tuesday 12 January 2010**
Agenda: Precept Recommendation; Quarterly Finance Report; Review of Delegations Policy (Delegations and Donations Policy if appropriate)

