

IMPINGTON PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING held Tuesday 13th OCTOBER 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; G S Payne Clerk: A Young

1 Apologies for Absence

None

2 Members Declarations

None

3 Sign & Approve Minutes 14 July 2009

All agreed to sign as correct record

4 Terms of Reference

Version 3 (October 2009) provided for all for acceptance. Clerk to alter 1a) and 3 a) to comply with CPALC recommendations and then to be confirmed as accepted and appended to next minutes

5 Donations Policy

Draft paper (Grants Policy) provided for acceptance. Agreed to rename Donations Policy, simplify and depersonalise. Following full discussion and acknowledgement that the policy was subject to judgement but provided a checklist where required, agreed to adopt as policy and put on website (final version Appendix 1)

6 Matters Arising

Risk Assessment Review complete

Insurance accurate quotes available January 2010. To be sought from Zurich, Allianz Cornhill, Saffron and Suffolk Acre (Brokers)

Accounts to be closed Cllr DW Payne, clerk and Mr Silk to attend offices of Cambridge Building Society to close. National Savings account to be closed as soon as possible and both funds moved to Scottish Widows. Reconciliation sheet to end September 2009 provided (Appendix 2) also outlining expected end of year reserves

Annual Review of Effectiveness of Internal Audit complete and accepted

Open Credit facility had been problematic. Noted signatories could cash Petty Cash cheques at Lloyds

Charities Mrs Whitehead unable to recommence till 2010. Clerk to work with her to bring to conclusion. Cllrs queried what would happen to land involved were Charities to be closed. Any balances to revert to like Charity e.g. Pooresland. Annual returns for 2009 completed

7 Half Yearly Finance Report

Quickbooks report reviewed and accepted, showing no unusual trend once variances inspected:

- Burial Ground Fees 199.4% of budgeted income received. Rise in pre-booked plots
- Recreation Ground 200% of Budget spent – second half had been paid a month early (£16,000)
- Payroll 135.7% of Budget spent – as before (June explanation) and second half recreation ground admin payment paid a month early (£3,000)
- Litter Pick second half payment to Rec Ground paid a month early and cover for sick leave (£2,500)

Budgeted Expenditure April – September £37,438, spent £58,003

Agreed quarterly figures required in addition to rolling year in future

8 Standing Orders Review

Defer to next meeting for decision. Some sensible changes identified

9 Financial Regulations Review

Some work required on procurement process regulations. Delegation policy accepted at Council February 2009 to be incorporated / appended. Next meeting for decision.

10 Audit Report

As reported at Full Council, External Auditor certificate received, unqualified. Internal Auditor had made one visit with 3 further visits planned. No report received as yet

11 Information Risk Report

Cllr Ing and Clerk had met and reported to Cllr D Payne, resulting in draft report from Cllr Ing October 2009 setting out approach and recommendations (Appendix 4). Discussed:

- Cllrs need to be advised of procedure for “In Committee” or other confidential papers
- Legal documents – checks needed to investigate if all areas of ownership are registered
- Clerk to review cost of notarised copies of documents against registration costs

Recommendations as set out approved. Clerk to form an Action Plan. Reports to form subsidiary of current Risk Management report (for review June 2010)

12 Health & Safety Report

Noted gate at Recreation Ground Play Area to be replaced and resited as part of Play Area Project work

13 Other Correspondence and Reports Received

Priorities Input meeting due 2 December with all Committees requested to input. Not felt a Finance Committee issue to comment

Charter Idea Cllr D Payne had approached Dist Cllr Chatfield on possible work on a 3 tier charter to facilitate future contingency budgeting. Discussion on “Making Cambs Count” process

Demographic Figures requested by Cllr D Payne

Youth Funding No reports of cuts at County Council received

Meeting closed at 8.55 p.m. Next meeting due 12 January 2010, agenda item timetable applies. To include Precept Recommendations; Quarterly Finance; Review of Delegations/Donations (if appropriate)