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The Parish Office  
New Road  
Impington  
CAMBRIDGE  
CB24 9LU

**NOTICE OF MEETING:** Finance Committee  
**TIME:** 7.30 p.m.  
**DATE:** Tuesday 17<sup>th</sup> AUGUST 2010  
**VENUE:** Parish Office, New Road, Impington

Mrs A Young - Clerk to Histon Parish Council  
11<sup>th</sup> August 2010

**MEMBERS:** 3 + Chairman ex-officio      **QUORUM:** 3

#### AGENDA

- F10/10 To receive and approve apologies for absence**
- F10/11 To receive declarations of interest**
- a) Councillors to declare any personal interest in any items on the agenda  
b) Councillors to declare any personal and/or prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation
- F10/12 To approve minutes of the meeting 15 June 2010** **For decision**
- F10/13 Matters Arising - for Information only**
- 13.1 Item 5.4 Final Internal Audit report awaited  
13.2 Item 5.6 Standing Orders review investigation continues  
13.3 Item 7.1 Financial Regulations and Delegations/Donations policy review to follow decision on any adoption of new model standing orders  
13.4 Item 7.2 Procurement Procedures Information continues to be collected. Future agenda  
13.5 Item 8.1 Histon PC had applied for PWLB funding for their own use. Stage Payments of £14,941.93 made to Recreation Ground Committee with regard to 12 New Road to date. No S106 moneys yet received, expected Autumn 2010 **To note only**  
13.6 Item 9.1 Meeting due 13 July postponed
- F10/14 To accept Quarterly Finance Report**
- 14.1 Quarterly position and Bank Reconciliation **To accept**
- F10/15 To accept:**
- **External Audit Report** – unqualified certificate received Moore Stephens **To accept**
  - **Annual Review of Effectiveness of Internal Audit**
  - **Information Risk Report Action Plan**

**F10/16**      **To Review:**

- **Financial Strategy**
- **Risk Management Plan**

**For  
decision**

**F10/17**      **To consider other matters:**

17.1 Office equipment issues – replacement computer requirements; Colour photocopier options

17.2 Office staffing proposals October – March 2011, for recommendation to Full Council (“In Committee”)

17.3 Clerk’s Report: Office cleaning contract review; Small Business Rate Relief increase details; Interest rates earned; Council Tax Base clarification following software error at SCDC

17.4 Charities – Future of Impington Charities report from P & E Whitehead, for consideration by Trustees (all Councillors); update on funds held

17.5 Libraries Service Review – to note closing date 30 September and consider response mechanism

**For  
decision**

**F10/18**      **Date of next meeting**  
Tuesday 12<sup>th</sup> October 2010

**Close of Meeting**