

MINUTES - IMPINGTON PARISH COUNCIL FINANCE COMMITTEE MEETING TUESDAY 17th AUGUST 2010 7.30 p.m. at Parish Office, New Road, Impington

Present: Cllr Denis Payne (Chair), Brian Ing, Hooda Abdullah, Neil Davies, Geoff Payne
Clerk: Angela Young

Pages: 2

APOLOGIES FOR ABSENCE

F10/10 None

DECLARATIONS OF INTEREST

F10/11 None

APPROVE MINUTES OF 15 JUNE 2010

F10/12 All agreed to sign as true record

MATTERS ARISING

- F10/13.1 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
13.6 Item 9.1 Meeting due 13 July postponed

QUARTERLY FINANCE REPORT

- F10/14.1 4 papers copied to all and formally accepted (Appendix 1) QuickBooks Profit & Loss Budget v Actual (Appx 1). Software issues noted, spend items with Nil budget to be input as "0"
14.2 Bank Reconciliations Noted Premium interest account to be used for Sec 106 income. Scottish Widows Treasury Call accounts to be retained for future use when interest rates improve
14.3 Specified Reserves Allotment tap (to read Burial Ground tap). Agreed £2,000 should not be added to until costings to hand. Footpath fund of £3,000 noted, quotation outstanding and work now required. Agreed to consider use for amenity fund for Ambrose Way, with current spend on grass cutting and fence upkeep only

ACCEPTANCE OF REPORTS

- F10/15.1 External Audit Report Unqualified certificate received from Moore Stephens. Committee expressed pleasure with work carried out in office being recognised
15.2 Annual Review of Effectiveness of Internal Audit and Internal Controls document Agreed to defer till Internal Audit report received. Noted Terms of Reference for each Parish Council very different, but would necessarily be aligned if and when Councils merged
15.3 Information Risk Report Action Plan (Appx 2), setting out recommendations 1-7 provided for all and accepted. Agreed Clerk to work with the Action Plan. Cllr Ing to look at photographing Burial Ground ledgers, with system to update in a timely fashion

REVIEW OF FINANCIAL STRATEGY and RISK MANAGEMENT PLAN

- F10/16.1 Financial Strategy Draft provided (Appx 3) and accepted. Discussion on possible inclusion of a maximum reserves position and concerns over capping in future years
16.2 Risk Management Plan copied for all and accepted for signature at September's Full Council (Appx 4). Agreed Cllr G S Payne to provide a note (aide-memoire) covering item on co-ordinator briefing for volunteer workers

OTHER MATTERS

- F10/17.1 Office Equipment Issues a) Impington Computers had provided quote on recommended action to replace one computer and install new software programmes to both. Rebuilding the older computer was an option but would be close in costs. Committee discussed operational issues affecting work of the Council. Agreed Cllr D Payne to discuss with Cllr Parish at Chairmen's

meeting and agreed to obtain comparative quote from World of Computers and Dell
b) Requirement also identified for colour printer (A3/4, wireless). Cllr Ing to provide costings for A3 Brother colour printer/copier and lateral filing cabinet in place of bookshelf to facilitate positioning in main office, cost likely to be £350 total. Committee approved in principle subject to details approved at Chairmen's meeting. Impington Parish Council felt both items essential and could be funded from capital office budget available through Impington Parish Council if became necessary

- 17.2 Office Staffing Proposals - October - March 2011. As per standing order 67, in view of the confidential nature of business about to be transacted, any public were temporarily excluded and instructed to withdraw.
- 17.3 Clerk's Report Office cleaning contract, 3 months review underway; Small Business Rate Relief increase details received; Interest rates information; Council Tax Base clarification following software error at SCDC
- 17.4 Charities – John Burgoyne and Children's Playgrounds Report from Mr & Mrs P Whitehead provided for all (Appx 5). Agreed to call a meeting of the Trustees of the 2 Charities (all current Impington Cllrs) to consider the recommendations in the report to cash the investment held and pay to a suitable Charitable recipient. Agreed to seek legal advice on possibilities for transfer of the land to the Parish Council and winding up the Charity to reduce administrative burden. Mrs Whitehead had offered to continue to fill in annual returns in the meantime.
- 17.5 Library Deferred to Impington Parish Council Planning 24 August

P10/18 Next Finance meeting due **Tuesday 12 October 2010.**

Close of meeting 8.55 p.m.