

**MINUTES - IMPINGTON PARISH COUNCIL FINANCE COMMITTEE MEETING TUESDAY 16th
NOVEMBER 2010 7.30 p.m. at Parish Office, New Road, Impington**

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

Pages: 2

APOLOGIES FOR ABSENCE

F10/19 Cllr G Payne (Illness)

DECLARATIONS OF INTEREST

F10/20 None

APPROVE MINUTES OF 17th AUGUST 2010

F10/21 All agreed to sign as correct record including "In Committee"

MATTERS ARISING

- F10/22.1 Item 13.2 Standing Orders NALC model queries pending, clerk liaising with neighbouring Councils and to request clarity from NALC, via Ian Dewar, on issues of suspension of standing orders for District and County Cllrs to take part
- 22.2 Item 13.3 Financial Regulations and Delegations/Donations policy review to follow decision on any adoption of new model standing orders. View expressed by Cllr Davies that direct debits should be employed, together with use of Payroll Bureau. Noted overly complex at present due to separate councils and 3 separate audits
- 22.3 Item 13.5 Stage Payments of £31,372.77 made to Recreation Ground Committee with regard to 12 New Road to date. No S106 moneys yet received expected late 2010.
- 22.4 Item 15.3 Burial Ground Ledgers – Not yet copied. Information Risk Action Plan noted, to be complete by April 2011
- 22.5 Item 16.2 Risk Management Plan – signed at Full Council September. Cllr G Payne provided aide-memoire for volunteers. Copied to Pene Nudds.
- 22.6 Item 17.1 Quote from World of Computers received. Discussion held with IT support, Cllrs D Payne and Ing happy to help process. Colour printer to be ordered.
- 22.7 Item 17.4 Charity Trustees. Agreed to call meeting of Trustees in January (prior to Full Council) to act on resolving the closure of John Burgoyne's Charity. Legal Advice to be sought on Children's Playground land transfer possibilities, initially through the Charity Commission. Noted solicitor's charges applicable of £210 p.h
- 22.8 Item 18 meeting due 12th October cancelled

ACCEPTANCE OF REPORTS

- F10/23.1 Half Yearly Finance Report (Appx1) – to end October and Bank Reconciliations to 10th November. All **agreed** to accept noting assumptions of full budget spend on many items, including Environment Committee, Donations, Parish Plan. The Council has perhaps historically over-budgeted on some items and it was felt better analysis was needed at end of year in future.
- 23.2 Internal Audit Report Noted accepted at Full Council showing no area of concern.
- 23.3 Annual Review of Effectiveness of Internal Auditor (Appx 2 amended) and Internal Controls Document as provided August 2010. Accepted, subject to changes in **Review of Effectiveness, Review of Systems of Internal Control**

TO REVIEW

F10/24.1 Ambrose Way amenity fund Noted balance of £17,887 held in Premier Interest account at

Lloyds, covering maintenance sums for land at Ambrose Way and Clay Close Lane. Following full discussion and consideration of costs of replacement of fence, care of grass and shrubs and other responsibilities, and the need to look to future requirements, agreed to leave the whole sum as a specific reserve, but leave it open to re-visit at appropriate time.

24.2 Risk Assessment Review Cllr G Payne to sign off papers for annual review.

PRECEPT REQUIREMENTS

F10/25 Noting SCDC and Cambs County Council likely to hold levels 2011-12. Agreed to include budget to cover:

- Administrative Assistant role for further 12 months
- Shortfall fund to cover any increased expenditure necessary to maintain services

Following discussion on hopes for level of next year's Precept, Clerk to prepare details of exact general reserves for next meeting. Some concern over making decisions in isolation expressed and issues raised included:

- Mobile Warden – currently has waiting list and is working with suppressed demand individuals
- PCSO costs
- Youth Work – maintaining current levels, Skatepark, IVC Lodge
- Services for the elderly, co-ordinator role
- Community Facilities and Community Park

Agreed to aim to cover current activities, for the same price, then to debate and identify what could be done extra and include where possible. Noted an article for the Courier setting out these difficulties in budgeting appropriate

OTHER REPORTS AND CORRESPONDANCE RECEIVED

F10/26.1 Came and Co Insurers detail of insurance cover for independent Committees received. Clerk to follow up

26.2 Publishing over £500 Spend Noted IPC to publish quarterly on website in advance of legislation. Recreation Ground Committee requested to follow accordingly

26.3 Expenses Policy Cllr D Payne requested a policy be drawn up to cover mileage payments, VAT receipt requirements and timely claim for member expenses. Also to consider covering use of Courier, correct use of expenses payments

P10/27 Next Finance meeting due **Tuesday 11 January 2011**

Agenda to cover Precept recommendation; Quarterly report and Policies (if relevant to Precepting)

Close of meeting 9.10 p.m