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HISTON PARISH COUNCIL



The Parish Office
New Road
Impington
CAMBRIDGE
CB24 9LU

NOTICE OF MEETING: **Finance Committee**
TIME: 7.30 p.m.
DATE: Monday 28th MARCH 2011
VENUE: Parish Office, New Road, Impington

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below

Mrs A Young - Clerk to Histon Parish Council
23rd March 2011

MEMBERS: 4 + Ex Officio (2) QUORUM: 3

AGENDA

F10/37	To receive and approve apologies for absence	
F10/38	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	
F10/39	To approve minutes of the meeting of 8th January 2011	For decision
F10/40.1 40.2 40.3 40.4 40.5 40.6 40.7 40.8 40.9 40.10 40.11 40.12	Matters Arising - for Information only 25 October 2010 (deferred from 8 January 2011): <u>Item 23.1 Financial Strategy Review</u> Cllrs Parish and Davies due to meet <u>Item 23.2 VAT Handling</u> Cllr Plumbly advises no requirement to advise HMRC <u>Item 23.3 Standing Orders Review</u> currently underway in office on behalf of Impington Parish Council <u>Item 23.4 Delegation / Financial Regulations</u> To be tied in with Standing Orders adoption in due course <u>Item 23.5 Telecom Options</u> Review of options yet to be carried out <u>Item 24.3 Risk Assessment Review</u> Carried out by Cllr Emmines and Clerk and signed off. Next review due June 2011 <u>Item 25.2 War Memorial Licence</u> meeting pending between Cllr Parish and Clerk, visit to neighbours required <u>Item 25.3 Open Space Issues</u> now dealt with "In Committee" at Full Council <u>Item 26 Employment Matters</u> Meeting of group due 6 April <u>Item 27 Precept</u> Meeting November/December not held, Precept decisions made at meeting 8 January 2011 and recommended to Full Council February 2011 <u>Item 28.2 Colour copier/printer</u> now in place <u>Item 28.3 Property Review</u> to be carried out Summer 2011 8 January 2011: <u>Item 35 Precept Request</u> One query received on level of increase to precept request	To note

F10/41	<p>To accept Reports:</p> <ul style="list-style-type: none"> • Quarterly Financial Report – Expenses v Budgets to 24 March 2011 • General and Specified Reserves report to 24 March 2011 • Ratification of Budgets for 2011 – 12 • To agree End of Year unaudited report for AGM • Asset Register Review Report • 	For decision
F10/42	<p>Legal matters up-date:</p> <ul style="list-style-type: none"> • Car Park Lease with South Cambridgeshire District Council – up-date and proposal to erect signage or re-instate height barrier 	For decision
F10/43	<p>To receive Reports and Recent Correspondence</p> <p>Chairman’s report</p> <p>Clerks report:</p> <ul style="list-style-type: none"> • Payments and orders made • 2011 – 2012 Financial Timetable • Street Light Maintenance up-date • Code of Conduct up-date • Audit dates up-date 	
F10/44	<p>Date of next meeting:</p> <p>Monday 27th June 2011</p> <p>Agenda items to include: Election of Chairman, Internal Audit report (to be referred to Full Council in May/June), Risk Management Plan Review, Quarterly finance report</p>	
	Close of meeting	

**Members of the public and press are welcome to attend the meeting
Minutes and supporting notes may only be supplied to Councillors. Available on request**