

MINUTES - HISTON PARISH COUNCIL FINANCE MEETING MONDAY 28TH MARCH 2011 7.30p.m. at Parish Office, New Road, Impington

Present: Cllr Max Parish (Chair), Neil Davies, David Thurman, Robert Plumbly (in part)

Pages: 2

Clerk: Angela

Young

APOLOGIES FOR ABSENCE

F10/37 Rob Plumbly (will be late); Cllr Emmines (personal). Cllr Jones was absent

MEMBERS' DECLARATIONS OF INTEREST

F10/38 Disclosure of interest – None

TO SIGN AND APPROVE MINUTES OF MEETING 8 JANUARY 2011

F10/39 All **Agreed** to sign as correct record

MATTERS ARISING FROM PREVIOUS MINUTES

- F10/40.1 25 October 2010 (deferred from 8 January 2011): Item 23.1 Financial Strategy Review Cllrs Parish and Davies due to meet. The importance of a strategy acknowledged in relation to open space provision. Possibilities of use of other specified reserves discussed, for replacement via larger overall loan in future **IMP/NSD**
- 40.2 Item 23.2 VAT Handling Cllr Plumbly advises no requirement to advise HMRC
- 40.3 Item 23.3 Standing Orders Review currently underway in office on behalf of Impington Parish Council. Final version to be shared with all Committee members for comment
- 40.4 Item 23.4 Delegation / Financial Regulations Clerk to circulate proposed Delegation Policy for comment. To be recommended at Full Council for adoption
- 40.5 Item 23.5 Telecom Options Review of options yet to be carried out
- 40.6 Item 24.3 Risk Assessment Review Carried out by Cllr Emmines and Clerk and signed off. Next review due June 2011
- 40.7 Item 25.2 War Memorial Licence meeting pending between Cllr Parish and Clerk, visit to neighbours required. Once met with neighbours Council would confirm details of access documented on residents deeds and progress licence with County Council
- 40.8 Item 25.3 Open Space Issues now dealt with "In Committee" at Full Council. With County Council for action
- 40.9 Item 26 Employment Matters Meeting of group due 6 April. Cllr Parish to approach Pension providers to check under-funding issues **IMP**
- 40.10 Item 27 Precept Meeting November/December not held, Precept decisions made at meeting 8 January 2011 and recommended to Full Council February 2011
- 40.11 Item 28.2 Colour copier/printer now in place. Not insured due to excess levels
- 40.12 Item 28.3 Property Review to be carried out Summer 2011
- 40.13 8 January 2011: Item 35 Precept Request Query received on level of increase to precept request. Chairman to formulate response for this and any future queries on precept levels particularly in regard to use of reserves 10-11 and specified reserve funds. Also to incorporate into Annual Report **IMP**

REPORTS

- F10/41.1 Quarterly Financial Report – Expenses v Budgets to 24 March 2011, accepted (Appendix 1)
- 41.2 General and Specified Reserves report to 24 March 2011, accepted (Appendix 2). Noted unexpected income:
Section 106: £8,186; FJF: £814; PLWB: £22,957; Football Foundation Grant: £4,670
IPC Admin Contract: £1,698
Unexpected spend: 12 New Road asset renovation
- 41.3 Ratification of Budgets for 2011 – 12, accepted (Appendix 3). Cllr Parish provided Budget list showing categories for spend to be reported in future. Agreed reporting needed to be more targeted in future
- 41.4 End of Year unaudited report for AGM accepted, for circulation at APM
- 41.5 Asset Register Review Report. Review made based on insurance cover 2010-11, for inclusion with Audit papers. Cllr Parish had checked and signed off Asset Register contents

LEGAL MATTERS UPDATE

F10/42 Car Park Histon High Street. Lease now completed, SCDC rates payment made. No insurance cover felt necessary. Following reports of overnight parking by HGV discussion on need for security or signage. Height barrier out of operation. **Agreed** to investigate wording for liability and advisory signage. **Agreed** to obtain costs for reinstatement of height barrier. Cllr Parish to write article for Courier on Parish Councils role in taking over car park responsibility **IMP**

REPORTS AND RECENT CORRESPONDENCE

F10/43.1 Chairman's report. Nothing to report

43.2 Clerks report:

2011 – 2012 Financial Timetable; to be emailed to all
Street Light Maintenance up-date; Letter from Cambs County Council giving options for future energy and maintenance funding

- Option 1 – enhanced service for Balfour Beatty, preferred PFI bidder
- Option 2 – as per current agreement by Balfour Beatty
- Option 3 – Parish Council to move to another provider

Agreed to recommend Option 2 **to Full Council April 2011**. Sheet of Frequently asked questions to be copied out with Full Council agenda

Code of Conduct up-date: Following changes to regime under the Localism Bill, SCDC ask views on the future of standards. Agreed to respond that SCDC, although not obligated, should continue to have responsibility Parish Council code of conduct issues and would suggest a suitable charge to be a basic cost user fee augmented by a usage cost

Audit dates up-date: Internal Auditors last visit before end of year 31 March. External audit due 13 June. Extra Ordinary meeting to be called 6 June to accept Statement of Audit. Noted Histon Parish Council in 5% sample intermediate audits requiring submission of support papers covering Internal Audit Issues

Other Correspondence: Cambs County confirm 75% of usual grant payable for grass cutting following cuts in frequencies at County Council level.

F10/44 Date of next meeting

27th June 2011

Agenda Items to include: Election of Chairman, Internal Audit report (to be referred to full council May/June, Risk Management, Plan Review, Quarterly finance report, Financial Strategy Report – Cllr Davies and Parish

Meeting closed 9pm