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HISTON PARISH COUNCIL

PARISH OFFICE
NEW ROAD
IMPINGTON
CAMBRIDGE
CB24 9LU



21st April 2009

To members of the Committee: Cllrs Parish, Davies, Jones, Thurman, Plumbly

You are hereby summoned to attend a meeting of the **FINANCE & LEGAL COMMITTEE** at the Parish Office, New Road, Impington on **Monday 27th APRIL 2009** commencing at 7.45 p.m. for the purpose of transacting the following business.

FINANCE & LEGAL COMMITTEE AGENDA

- 1 APOLOGIES FOR ABSENCE
- 2 MEMBERS' DECLARATIONS OF INTEREST for items on the agenda
- 3 ELECTION OF CHAIRMAN **For decision**
- 4 TO SIGN AND APPROVE MINUTES OF MEETING 17 JANUARY 2009 – minutes attached **For decision**
- 5 MATTERS ARISING FROM PREVIOUS MINUTES (for information only) To note only
6 October: File notes Cllr Mason to meet with Clerk; Archiving Lists provided for all; War Memorial Site No progress; Byelaws with Impington PC; Scottish Widows second account open; Insurance Review Brief outstanding; Filing Clerk contract Not yet drawn up; Financial Regulations Review No comments received, no changes; Standing Orders Review No comments received, no changes; Risk Assessment Review completed October; Loans List provided for all, review on rates; Byelaws Consultation report from Cllr Parish
17 January: Quarterly figures After Quickbooks training, system shows required information
- 6 RATIFICATION OF BUDGETS 2009 – 2010 **For decision**
- 7 AGREEMENT TO END OF YEAR FIGURES FOR ANNUAL GENERAL MEETING, ACCEPTANCE OF FOURTH QUARTER BUDGET FIGURES **For decision**
- 8 INTERNAL AUDIT REPORT – due 28 and 29 April, process for feedback to Committee. Interim Internal Audit report had gone to Full Council
- 9 RISK MANAGEMENT PLAN REVIEW, RISK ASSESSMENT REVIEW (Cllr Emmine/Clerk)
- 10 OTHER HEALTH & SAFETY ISSUES
- 11 HISTON CAR PARK (SCDC) – Consideration of Acquisition
- 12 PREFERRED CONTRACTORS LIST – Proposal to adopt Site & Maintenance as preferred contractors for site maintenance, to draw up preferred contractors list for other areas
- 13 CORRESPONDENCE RECEIVED including access queries for 21 The Green
- 14 DATE AND PLACE OF NEXT MEETING: **Monday 27th JULY 2009** Next Agenda to include: Financial Strategy Review, Audit report, Annual Review of Effectiveness of Internal Audit **For decision**

A J YOUNG - CLERK/PROPER OFFICER 21.04.09