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HISTON PARISH COUNCIL

PARISH OFFICE
NEW ROAD
IMPINGTON
CAMBRIDGE
CB24 9LU



22nd July 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 JULY 2009** commencing at 7.30 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 TO SIGN AND APPROVE MINUTES OF MEETING 27 APRIL 2009 – minutes **attached** **For decision**
- 4 MATTERS ARISING FROM PREVIOUS MINUTES (for information only) **To note only**
File notes Cllr Mason to meet with Clerk; War Memorial Site No meeting yet set with Ms Molloy; Scottish Widows New Business Account opened at 2% interest; Insurance Review Quotes to be obtained during August; Filing Clerk contract Not yet drawn up; Risk Assessment/Risk Management review, report from Cllr Emmine and Clerk; Quarterly figures Cllr Parish to meet Asst Clerk shortly, report from Cllr Plumbly on VAT implications of inter-Council invoicing; Health & Safety Manual purchased; ROSPA Report dealt with, order for emergency work made; Car Park Full Council dealing; Preferred Contractors progress with quotes; Business Rates response, no action required; Broadband provider no action required
- 5 AUDIT REPORT – Including any report from External Auditor, not yet received, Internal Auditor Engagement and REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT **For Review and report to Full Council**
- 6 QUARTERLY FINANCE REPORT – Overview **attached** **For Review**
- 7 FINANCIAL STRATEGY REVIEW – None in place, review of need **For Review**
- 8 HEALTH & SAFETY ISSUES
- 9 OTHER REPORTS & CORRESPONDENCE RECEIVED including Note Donations Policy adopted; Contractor's Policy draft drawn up, for adoption; Note Information Systems Risk Audit requirements; Information Commissioner's Office DVD training material; SLCC Seminar at Peterborough 18 September covering Code of Conduct, Data Protection at cost, all Councillors invited to attend **Some for decision**
- 10 DATE AND PLACE OF NEXT MEETING: **Monday 26th OCTOBER 2009** Next Agenda to include: Review of Financial Regulations, Review of Standing Orders, Half Yearly Financial Report, Risk Assessment Review **For decision**

A J YOUNG - CLERK/PROPER OFFICER 22.07.09