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HISTON PARISH COUNCIL

PARISH OFFICE
NEW ROAD
IMPINGTON
CAMBRIDGE
CB24 9LU



28th August 2008

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 1st SEPTEMBER 2008** 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 ELECTION OF CHAIRMAN **For decision**
- 4 TERMS OF REFERENCE – Accept as Modified
- 5 TO SIGN AND APPROVE MINUTES OF MEETING 28 APRIL 2008 – minutes attached **For decision**
- 6 MATTERS ARISING FROM PREVIOUS MINUTES (for information only) To note only
File Notes e.g. Anglian Water, outstanding Archiving Report War Memorial Site Meeting Up-date; Byelaws up-date; Quickbooks Budgets will be input in September; Scottish Widows packs now received, transfers pending; Insurance claims Co-Op had settled insurance claim for seat on Green, Zurich had settled claim for Manorial Waste railings New Bank Mandate being prepared with additional signatories
- 7 CLERKS REPORT – Up-date on Admin assistant 4 hours weekly; Introduction of Financial Timetable to be followed; Quarterly Budgets Report To accept
- 8 INSURANCE REVIEW REPORT – Brief for quotes 2009 - 2010
- 9 AUDIT REPORT – Internal and External
- 10 HEALTH & SAFETY MATTERS – up-date on review
- 11 OTHER CORRESPONDENCE AND REPORTS RECEIVED Including Local Code of Conduct Complaints Process
- 12 DATE AND PLACE OF NEXT MEETING: **Monday 6TH OCTOBER 2008** **For decision**
Next Agenda to include: Half Yearly Budgets Report; Financial Regulations Review; Standing Orders Review; Risk Assessment Review

A J YOUNG - CLERK/PROPER OFFICER 28.08.08