

**MINUTES - HISTON PARISH COUNCIL FINANCE MEETING THURSDAY 22ND APRIL 2010
7.30p.m. at Parish Office, New Road, Impington**

Present: Cllr Max Parish (Chair), Rob Plumbly, David Thurman Clerk: Angela Young

Pages: 1

APOLOGIES FOR ABSENCE

F1/10-11.1 Cllr Davies (Feast meeting) Cllr Jones (working)

MEMBERS' DECLARATIONS OF INTEREST

F2/10-11.1 Disclosure of interest – None

TO SIGN AND APPROVE MINUTES OF MEETING 2 NOVEMBER 2009 and 9 JANUARY 2010

F3/10/11.1 **Resolved** to sign both as correct record

MATTERS ARISING FROM PREVIOUS MINUTES

- F4/10-11.1 **2.11.09: Insurance Review** Quote from Came & Co accepted Full Council March 2010. Asset Register reviewed and signed
- F4.2 **Filing Clerk** Position now vacant. No immediate plans to fill position, **for review in Autumn**
- F4.3 **Risk Management Review** to be carried out **by June 2010**
- F4.4 **Financial Strategy Review** no report received from Cllrs Parish and Davies. Agreed to **review close to October**
- F4.5 **Internal Audit** report accepted at Full Council. No matters of concern. Audit date 1 June 2010
- F4.6 **VAT handling and accounting issues** report from Cllr Parish. Letter to Customs & Excise drafted to send
- F4.7 **Standing Orders Review** on hold pending investigations with CPALC re new model
- F4.8 **9.1.10: Precept request** £144,200 accepted at Full Council

END OF YEAR FINANCE REPORT AND RATIFICATION OF BUDGETS 2010 – 2011

F5/10-11.1 Copied to all and accepted (Appendix 1 and 2). **Cllr Parish** would be detailing reserves in his Annual Report

REVIEW OF FINANCIAL REGULATIONS

- F6/10-11.1 2e) 3 Year Forecast. Noted that Histon Parish Council plan to carry out 3 year forecasts within 6 months of setting the annual budget
- F6.2 3d) Noted more delegation needed, whilst accepting control needed
- F6.3 6b) agreed to change "Chairman" to "signatories" to read "Signatories shall countersign all invoices"
Financial Regulations therefore received and **accepted with these changes** (Appx 3)

ARRANGEMENTS FOR:

A) CAR PARK LEASE WITH SCDC

F7/10-11.1 Letter from Solicitors dealing. **Chairman** to attend Solicitors office with Clerk to progress

B) LICENCE WITH CCC TO FORMALISE MAINTENANCE LAND AT WAR MEMORIAL, WATER LANE

F7/10-11.2 Agreed to advise Nicola Mollay at CCC the Council in principal agrees to look at licensing the land and requests a draft licence be drawn up for consideration

REPORTS AND RECENT CORRESPONDENCE

- F8/10-11.1 Barr Ellison – details of service
- F8.2 Agreed an A3 Colour Printer would be a good option for parish office, in principle

NEXT MEETING

F9/10-11.1 Next Finance meeting due **Monday 26th July 2010.**

Meeting closed at 8.30 p.m.

DRAFT