

MINUTES - HISTON PARISH COUNCIL FINANCE MEETING MONDAY 26TH JULY 2010
7.30p.m. at Parish Office, New Road, Impington

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

Pages: 2 +
Page 1 In
Committee

APOLOGIES FOR ABSENCE

F10/10 Cllr Jones (holiday)

MEMBERS' DECLARATIONS OF INTEREST

F10/11 Disclosure of interest – None

TO ELECT CHAIRMAN FOR 2010 – 2011

F10/12 Prop Cllr Thurman, sec Cllr Davies, **all in favour to elect Cllr Parish**

TO SIGN AND APPROVE MINUTES OF MEETING 22 APRIL 2010

F10/13 **Resolved** to sign as correct record

MATTERS ARISING FROM PREVIOUS MINUTES

- F10/14.1 Risk Management Review complete. No change required. Review by June 2011
- 14.2 Financial Strategy Review to note review due by Cllrs Parish and Davies by October 2010. Discussion on hoped for results for 3 year plan for budgets and reserves
- 14.3 Internal Audit year end check due 3 August. 2010 Review of Effectiveness of Internal Audit **accepted**, Internal Controls Package to be draw up
- 14.4 VAT handling and accounting issues response from Customs & Excise setting out limits available. Cllr Plumbly to check position and respond via the clerk
- 14.5 Standing Orders Review pending
- 14.6 War Memorial land No up-date
- 14.7 A3 Colour Photocopier IPC Cllr Ing investigating prices / specifications

REPORTS

- F10/15.1 Quarterly Finance Report – Expenditure v Budgets (*Appendix 1*). Noted Precept / Recreation Ground/ Homefield Park were 6 month figures; most others 3 months and difficult to compare. Confirmed no budgets overspent to date. **Accepted**
- 15.2 Audit Report from Moore Stephens – unqualified certificate received, no comments

ADOPTION OF CLERK'S DELEGATIONS POLICY

- F10/16 *Appendix 2*. All **AGREED to accept** and now incorporate into Standing Orders and Financial Regulations. Noted that “project” in item a) referred to items as voted on by Parish Council. Noted 13b) may need review as may be too loose for use intended

LEGAL MATTERS UP-DATE

- F10.17.1 Car Park Lease with SCDC Cllr Parish agreed to provide amortization figures to SCDC in support of a 3 year period to be incorporated into any lease. Clerk to obtain quote for white lining, SCDC to pay invoice, and to arrange photographs of current state of maintenance to append to final lease
- 17.2 Open Space Under standing order 67, in view of the confidential nature of business about to be transacted, any public were asked to leave, item taken “In Committee”

REPORTS AND RECENT CORRESPONDENCE

Chairman's Report:

- F10/18.1 BT Line Rental and other options. Agreed to look at drawing up a report on moving telecoms from BT, and to look at use of mobiles

- 18.2 Office staffing proposals October – March 2011 Under standing order 67, in view of the confidential nature of business about to be transacted, any public were asked to leave, item taken “In Committee”

Clerk's Report:

- 18.3 Office Cleaning Alternative quote received for office clean. Agreed to review services received from current cleaner, Roger Hovells, in 3 months for review
- 18.4 Small Business Rate Relief increase details held on file. Noted relief would be lost on office once car park leased
- 18.5 Impington Computers Noted quote for new computer, software and installation. To be considered in due course once investigations carried out

10.19 Next meeting due **Monday 25 October 2010**

Meeting closed 8.55 p.m.

DRAFT