

**FINANCE AND LEGAL & PROPERTY COMMITTEE MINUTES – MEETING HELD
MONDAY 27th APRIL 2009 7.45 P.M. PARISH OFFICE, NEW ROAD, IMPINGTON**

Present: I M Parish (Chairman), R S Plumbly; D J Thurman; N S Davies (in part)
Clerk: Mrs A J Young Pages: 2

1 Apologies

Cllr Jones (illness); Cllr Davies (may be late)

2 Members Declarations

None

3 Election of Chairman

All in favour to elect Cllr Parish as Chairman for 2009-10

4 Sign & Approve Finance Minutes 17 January 2009

All agreed to accept and sign

5 Matters Arising 6 October 2008 and 17 January 2009

6 October: File notes Cllr Mason still to meet with Clerk; Archiving Lists provided for all. Policy on plan retention, noted this could only be "in the opinion of the Clerk"; War Memorial Site **Cllr Parish** to contact Nicola Molloy at County Council to arrange site meeting with another Councillor present; Byelaws with Impington PC; Scottish Widows second account open; Insurance Review Brief outstanding; Filing Clerk contract Not yet drawn up. **Cllr Jones** to progress. Hourly rate agreed at £7 p.h.; 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 carried out; Byelaws Consultation No response required
17 January: Quarterly figures After Quickbooks training, system shows required information. Agreed quarterly sheet no longer necessary. **Cllr Parish** to follow up Quickbooks training with Office Manager covering offsetting income such as insurance and donations. **Cllr Plumbly** investigating query raised over VAT liabilities in inter-Council invoicing

6 Ratification of Budgets 2009 – 2010

Copy provided for all. Any queries/changes to clerk prior to AGM agenda publication 5 May (Appendix 1)

7 Agreement End of Year Figures APM, Acceptance 4th Quarterly Budget Figures

Unaudited account sheet for APM provided to all. Agreed (Appendix 2)
End of year budget quarterly sheet provided for all and accepted (Appendix 3). No longer required, print out from Quickbooks in future

8 Internal Auditors Report

Internal Audit due 28 and 29 April. Interim report previously received Full Committee. Agreed to feedback final report to Committee members prior to AGM, and report AGM

9 Risk Management Plan Review, and Risk Assessment Review (May)

Cllr Emmines and Clerk to arrange and report back

10 Other Health & Safety Issues

Report from Health & Safety Officer Cllr Emmines received and noted (Appendix 4)
Agreed to draw up contractor's policy, covering duty of care

Agreed to purchase manual identified by Recreation Ground Committee covering H&S issues and templates at cost of £145 with annual subscription thereafter, to purchase on formula

Report from H&S Officer on roundabout following renovation provided and held on file.
ROSPA report awaited

11 Histon Car Park (SCDC)

SCDC again looking at disposal of car park in Histon High Street. **Cllr Parish** had agreed at Planning Committee to write up a report on previous discussions/actions. SCDC now offering a 125 year lease at nominal rent of £1 subject to:

- land shall not be used for any purpose other than as a free public car park
- leaseholder will be responsible for ongoing site maintenance including a fair proportion of the cost of repair and maintenance of the access road (over which there is a right of way) and payment of National Non-Domestic Rates

Noting financial impact on rates rebate for parish office and maintenance issues such as broken barrier; street lights; surface condition; white lining; all agreed to advise SCDC the Parish Council are interested in principle and would re-visit their previous investigations in term of costs etc. and come back to SCDC as soon as possible, before July deadline

June agenda

Agreed to obtain condition survey to include advice on costs and timing of work required

12 Preferred Contractors List

Agreed to obtain comparison costs for general maintenance work with a view to confirming preferred contractors if appropriate.

13 Correspondence

ESPO costs for gas/electricity/oil received

E-On readings provided for feeder pillar on Green. Invoice awaited

Communities & Local Government consultations on Communities in Control received and noted

Public Sector Equality Duties paper noted

Business Rates changes 09-10. Noted factsheet on deferral scheme 09-10. Agreed to obtain figures from SCDC for parish office

Cambs County Council Grass Cutting Confirmation of grant for £1,350 for verge cutting 09-10. Invoice to be raised

Tiscali agreed to seek advice from **Cllr Stonham** on possible switch to new provider

21 The Green copy correspondence from 1986 on discussions re access received and held on file. Discussions had not come to fruition

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

Meeting closed 9.15 p.m.