

**FINANCE AND LEGAL & PROPERTY COMMITTEE MINUTES – MEETING HELD
MONDAY 27th JULY 2009 7.30 P.M. PARISH OFFICE, NEW ROAD, IMPINGTON**

Present: I M Parish (Chairman), R S Plumbly; D J Thurman; N S Davies

Clerk: Mrs A J Young

Pages: 2

1 Apologies

Cllr Jones (holiday)

2 Members Declarations

None

3 Sign & Approve Finance Minutes 27 April 2009

All agreed to accept and sign

4 Matters Arising 27 April 2009

Agenda format – request for listed items to be bullet pointed in future

File notes Cllr Mason yet to meet with Clerk

War Memorial Site No meeting yet set with Ms Molloy

IMP

Scottish Widows New Business Account opened at 2% interest, £133,500 to be transferred on 7 day notice. Members queried whether some could be invested in longer term but clerk advised lengthy investigations had taken place and longer term accounts were currently linked to Base Rate, except for Bonds which Parish Councils were not encouraged to invest in due to risk of exceptional need within the timeframe.

Insurance Review Quotes to be obtained during August. Cllr Davies queried why one policy could not be taken out for Histon, Impington Parish Councils and the Recreation ground Committee. Clerk confirmed these were 3 separate entities with 3 separate audit regimes and this was not possible without merging

Filing Clerk contract Not yet drawn up. Clerk to provide template simple contract, as used by Recreation Ground Committee, to Cllr Jones for consideration. Noted holiday pay was a required element

CLJ

Risk Assessment/Risk Management. Cllr Emmines and Clerk working on finalising review

JPE

Quarterly figures Cllr Parish to liaise with Asst Clerk on offsetting of income such as insurance against budgets on Quickbooks. Cllr Plumbly reported on VAT implications and agreed to draw up a Services contract in order that VAT need not be charged on inter-Council invoicing

IMP / RSP

Health & Safety Manual purchased and in use

ROSPA Report dealt with, order for emergency work made. Additional work to paint the swings at £70 had been agreed with Clerk so that all play equipment was painted at same time

SCDC Car Park Draft lease. To be presented to Finance & Legal Committee when received

Preferred Contractors Quote received from second provider. £22 p.h. but could not price individual jobs or provide welding work. Agreed to confirm Site & Maintenance Services as preferred contractor for site works (e.g. street furniture installation, play equipment repair) and James Wells as reserve if they unable to take work

Business Rates response, no action required

Broadband provider no action required

5 Audit Report

External Audit report expected. Additional information had been requested, together with a change to PWLB figure on statement.

Internal Auditor Mr G Whitfield engaged at £15 p.h. plus mileage. Cllr Davies working with IPCllr Ing and Clerks on Review of Effectiveness of Internal Audit. Terms of Reference

provided to Mr Whitfield following initial meeting held at office. First internal audit visit due in September

NSD

6 Quarterly Finance Report

Overview from Quickbooks system provided and accepted (Appendix 1). Noted VAT had not been entered as a budget, resulting in % excess on income, and timings for income on IPC quarterly charges required closer attention. Street furniture overspend likely to be payment for damaged bollards, not now likely to be claimed on insurance. Virement issues to be looked at later in the year when overall annual budget comparisons made. Clerk confirmed manual checks made on annual budget against spend each quarter

7 Financial Strategy Review

Despite appearing on Finance Committee agenda timetable, no Strategy in place. Members reviewed strategy adopted by Impington PC and Review of Priorities being carried out by that Council, and discussed how Histon PC could look at forming a strategy. It was felt important to put together a paper on what Histon Parish Council want to achieve in the future. Cllrs Davies and Parish to put a paper together, Chairman to call extraordinary meeting for this subject only. Agreed not clear how could be defined or where sits in holistic strategic approach of Council

NSD/IMP

8 Health & Safety Issues

Members noted work in place to erect posters regarding swine flu issues and provide handwash solution for office and recreation centre. Agreed should any member of office staff contract swine flu during current pandemic, office would be required to close for a week during quarantine time

9 Other Reports & Correspondence

Donations Policy adopted by Full Council

Contractor's Policy comprehensive draft drawn up, agreed to adopt (Appendix 2)

Information Systems Risk Audit Agreed no action required

Information Commissioner's Office DVD training material noted

SLCC Seminar at Peterborough 18 September covering Code of Conduct, Data Protection at cost of £20 per Councillor. Agreed Committee should be represented

Direct Debiting and BACS payments Discussion on possibilities if merger were to occur for time and cost savings. Cllr Parish confirmed wages now calculated using Home Office CD Rom, which had been agreed for this year

Date and Place of Next Meeting

Monday 26th OCTOBER 2009 Next Agenda to include: Financial Regulations Review; Standing Orders review; Half Yearly Financial report

Meeting closed 9.20 p.m.