

**FINANCE AND LEGAL & PROPERTY COMMITTEE MINUTES – MEETING HELD  
MONDAY 6<sup>th</sup> OCTOBER 2008 7.30 P.M. PARISH OFFICE, NEW ROAD, IMPINGTON**

Present: I M Parish (Chairman), R S Plumbly; C L Jones; N S Davies (in part)

Clerk: Mrs A J Young

Pages: 2

**1 Apologies**

Cllr Thurman (illness)

**2 Members Declarations**

None

**3 Election of Chairman**

All in favour to elect Cllr Parish as Chairman for the year. Previously scheduled meetings had been postponed and items taken to Full Council

**4 Terms of Reference**

Accepted (**Appendix 1**). **For report to Full Council.** All members provided with file and papers necessary for Finance Committee decisions. Agreed all members responsible for keeping up to date

**5 Sign & Approve Finance Minutes 28 April 2008**

All agreed to accept and sign. Only Cllr Parish had been present but already accepted at Full Council.

**6 Matters Arising 28 April 2008**

File notes Ex Cllr Mason still to meet with Clerk to write up legal notes

Archiving Agreed to supply all members with sheet setting out policies for archiving being followed by new Filing Clerk. Actual archiving decisions on sending to County Records to be made once all initial work complete

War Memorial Site meeting with Nicola Molloy yet to be arranged. Application for the Sec 142 Licence received from Matt Pickering at CCC. Committee continued to consider following through with a Stopping Up Order. Second Councillor from Committee would attend a Ian Levitt had now left Council

Byelaws reported in Chairman's meeting held 30 September. Cllr Payne to progress, to come back to each Parish Council and Recreation Ground Committee

Quickbooks budgets to be input. Following Chairman's meeting noted 30 September discussion on procedures, training needs and impact of any merger/grouping

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 (6 only allowed) Insurance Review Clerk yet to draw up brief. Noted Insurance Review due 2010

Employment matters Cllr Davies reported on employment review for Asst Clerk and recommendations to go to each Council. Suggestion that role of Assistant Clerk should be renamed "Administrator"

**7 Clerk's Report**

Filing Clerk had started, 4 hours weekly and good progress being seen. Letter of Engagement issued, contract required. Cllr Jones to refer to ad hoc Employment Group members

Half Yearly Budget Report Appendix 2. Accepted

Cllr Davies left meeting

Precept Requests Agreed to request £3,000 total for legal advice and professional advice 2009-10 (War memorial registration and any other costs); admin/wages to request

additional as current year plus percentage increase on known costs, Cllr Parish to calculate. All other admin and finance budgets to follow known pattern  
Financial Regulations Review Current set supplied to all for meeting file. Members to review and provide any comment to Clerk within a month  
Standing Orders Review Current set supplied to all for meeting file. Members to review and provide any comment to Clerk within a month  
Risk Assessment Review due. Clerk to contact Cllr Emmines  
All other matters reported to Full Council in monthly reports  
Reported and accepted at Full Council September 2008: Introduction of Financial Timetable to be followed; Quarterly Budgets Report

### **8 Other Reports**

Audit Internal and External. Noted at Full Council  
Bulk List for Loans noted. Paper to be provided for files setting out what each loan refers to and payments due  
Health & Safety Risk Assessment of office procedures and Fire Risk due 15 October. Agreed H&S matters should form part of Finance and Legal agenda, Cllr Emmines (H&S Officer) to be asked whether a regular report could be provided for Committee

### **9 Correspondence**

Local Code of Conduct Complaints Process; Data Protection news, noted;  
 Consultation on Making and Enforcement of Byelaws – by 20 November. Cllr Parish to study and report back  
Zurich letter setting out change of structure, noted  
Sec 52 land Windmill Lane Emergency repairs to pavement made, following report from CCC  
Freedom of Information New model public scheme required by 31 December. **Agreed to report to Full Council** together with note of changes to scheme currently in place

### **Date and Place of Next Meeting**

**Saturday 17 January 2009** Agenda Precept, quarterly budgets, Internal Audit interim report only

Further meeting then due 27 April 2009

Meeting closed 8.45 p.m.