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HISTON PARISH COUNCIL



The Parish Office
New Road
Impington
CAMBRIDGE
CB24 9LU

NOTICE OF MEETING: **Finance & Legal Committee**
TIME: 7.30 p.m.
DATE: Monday 1st AUGUST 2011
VENUE: Parish Office, New Road, Impington

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below

Mrs A Young - Clerk to Histon Parish Council
27TH July 2011

MEMBERS: 4 + Ex Officio (2) QUORUM: 3

AGENDA

F11/52	To receive and approve apologies for absence	
F11/53	To receive declarations of interest a) Councillors to declare any personal interest in any items on the agenda b) Councillors to declare any personal and/or prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation	
F11/54	To elect Chairman for 2011 – 2012	For decision
F11/55	To approve minutes of the meeting of 2nd June 2011	For decision
F11/56	Matters Arising - for Information only Deferred from last meeting: 28 March 2011: F10/40.3 Standing Orders Review report as yet not available 10/40.4 Delegation Policy had been accepted 26 July 2010 (copy <u>attached</u>). Financial Regulations to be tied in with standing orders review 10/40.5 Telecom Options. Impington Computers working with staff on best actions 10/40.9 Employment matters update 10/40.12 Property Review – work due to be completed by end 2011 10/40.13 Precept Report. Cllr Parish formulating response for any queries on level, short item in Courier July 2011 with percentage chart 2 June 2011: F11/51 Meeting 4 July postponed	
F10/57	To accept: Internal Auditors Report – copy <u>attached</u>	For decision

	<p>External Auditors Report (including correspondence on Future of Audit Consultation)</p> <p>Quarterly Finance Report - <u>attached</u></p> <p>Risk Assessment Review carried out by Cllr Emmines and Clerk to be presented to Full Council for acceptance</p> <p>Fire Risk Assessment on Parish Office</p>	
F10/58	<p>To Review:</p> <p>Risk Management Plan</p> <p>Financial Strategy – report due from Cllrs Parish and Davies</p> <p>Annual Review of Effectiveness of Annual Audit</p>	For decision
F10/59	<p>To Consider Legal Matters:</p> <p>Lease of land rear of Manor Park, including position on up-grade of cycleway rear of Somerset Road – Parish Council opinion sought</p> <p>War memorial Registration up-date</p> <p>Stopping Up order application expected on 13 Harding Way</p> <p>Car Park – signage wording</p>	<p>For decision</p> <p>For decision</p>
F10/60	Any Other Reports or Correspondence Received	
F10/61	<p>Date of next meeting:</p> <p>Monday 26th September 2011</p> <p>Agenda items to include: Financial Regulations Review; Standing Orders; Half Yearly Financial Report</p>	
	Close of meeting	

**Members of the public and press are welcome to attend the meeting
Minutes and supporting notes may only be supplied to Councillors. Available on request**