

MINUTES - HISTON PARISH COUNCIL FINANCE MEETING THURSAY 1st AUGUST 2011 7.30p.m. at Parish Office, New Road, Impington

Present: Cllr Robert Plumbly (Chair), Max Parish, David Thurman

Pages: 1

Clerk: Angela

Young

APOLOGIES FOR ABSENCE

F11/52 Neil Davies (Holiday), John Emmines (Holiday), Chris Jones (Personal)

MEMBERS' DECLARATIONS OF INTEREST

F11/53 Disclosure of interest – None

ELECTION OF CHAIRMAN FOR 2011-12

F11/54 All agreed to elect Cllr Plumbly as Chairman for 2011-12

TO SIGN AND APPROVE MINUTES OF MEETING 2nd JUNE 2011

F11/55 All **agreed** to sign as correct record

MATTERS ARISING FROM PREVIOUS MINUTES

- F11/56.1 Deferred from last meeting: 28 March 2011:
Item F10/40.3 Standing Orders review report not yet available
- 56.2 Item F10/40.4 Delegation Policy had been accepted 26 July 2010, copy provided for all. Financial regulations to be tied in with Standing Orders review
- 56.3 Item F10/40.5 Telecom Options. Impington Computers working with staff on best actions. Noted reliability and support as important as cost for broadband provision. Clerk reported on upgrade of computer and software. Committee confirmed content for Clerk to progress all improvements within budget and report back on costs. Impington Computers to work on back-up solutions and review needs for third computer with Clerk.
- 56.4 Item F10/40.9 Employment Matters held "In Committee"
- 56.5 F10/40.12 Property Review work due to be completed by end 2011
- 56.6 F10/40.13 Precept Report Cllr Parish formulating response for any queries on level, short item in Courier July 2011 with percentage chart. Cllr Parish was now working with the Clerk on a 10 year expenditure and income report showing history of precept requirements, ready for preparation of a 3 year financial strategy plan and to look at benefits of increased expenditure over time

TO ACCEPT

- F11/57.1 Internal Auditors Report (Appendix 1)
Accepted, noting no issues raised. Item 3.1 noted and confirmation that all possible actions were being undertaken by Parish Council
- 57.2 External Auditors Report Unqualified certificate received. Noted change made in box 10 Statement of Accounts from £208,259 to £228,259 following error in transposition of figures. Noted consultation on Future of Audit. No response made
- 57.3 Quarterly Finance Report (Appendix 2)
Noted unbudgeted income included:
- Admin Assistant Sub Contract payment
 - Section 106 income
 - Football Foundation grant for Recreation Ground
- Committee would like Admin Assistant payment netted off when possible, specific reserves noted. Clarified £3750 was a payment made by Cambridge Cable. Report accepted
- 57.4 Risk Assessment Review carried out by Cllr Emmines and Clerk to be presented to Full Council for acceptance
- 57.5 Fire Risk Assessment on Parish Office Accepted, to be forwarded to all

TO REVIEW

- F11/58.1 Risk Management Plan (Appendix 3)
Accepted. Comment on back up of computer records. "Customs and Excise" to read "HMRC"
- 58.2 Financial Strategy Cllrs Parish and Davies to prepare once 10 year precept history completed.
Aim for a 3 year plan
- 58.3 Annual Review of Effectiveness of Annual Audit (Appendix 4)
Accepted. No longer a requirement of audit regulations. Noted Mr Whitfield to commence audit September 2011. Systems of internal Control to be reviewed annually

TO CONSIDER LEGAL MATTERS

- F11/59.1 Lease of land rear of Manor Park Agreed to contact King & Co to check progress with lease
Position on Up-grade of Cycleway rear of Somerset Road County Council have been asked about cycleway provision at rear of Somerset Road and advise funding not currently available. Cllr Parish to contact Stephen Conrad to discuss options. Noted presentation due at Full Council October 2011 from local group interested in provision of a Community Orchard. Noted issues of unofficial footpaths which would need to be considered when lease complete. Mail from resident supported use as nature reserve, not as recreation and play area, Noted.
- 59.2 War Memorial Registration Up-date letters to be sent to affected residents in August
- 59.3 Stopping Up order application expected on 13 Harding Way next agenda
- 59.4 Car Park agreed wording as "Persons using this car park do so entirely at their own risk. *"Histon Parish Council will not be liable for loss or damage to any vehicle or the contents thereof or for death or injury unless caused by the negligence of Histon Parish Council"* To be sited at entrance on legs. Prices for replacement barrier outstanding
- F11/60 Date of next meeting
- Next meeting 26 September 2011
- Agenda Items to include: Financial Regulations Review; Standing Orders; Half Yearly Financial report
- Meeting closed 9.00pm