

**MINUTES - IMPINGTON PARISH COUNCIL FINANCE COMMITTEE MEETING
TUESDAY 8th NOVEMBER 2011 7.30 p.m. at Parish Office, New Road, Impington**

Present: Cllr Denis Payne (Chair) Brian Ing, H S Abdullah

Clerk: Angela Young

Pages: 2

4 Appendices

APOLOGIES FOR ABSENCE

F11/51 None. Cllrs N Davies, G Payne absent

DECLARATIONS OF INTEREST

F11/52 None

APPROVE MINUTES OF 5th JULY 2011

F11/53 All agreed to sign as correct record

MATTERS ARISING

- F11/54.1 Item 45.1 12 New Road Clarity sought on final account due. Meeting scheduled between contractor and Quantity Surveyor 14 November.
- 54.2 Item 45.4 Standing Orders and Financial Regulations new Standing Orders and Financial Regulations to be drawn up for new common Council. Decision on grouping by SCDC may be made on 24 November. Noted minutes would be made on assumption that Grouping Order proceeded, with any other outcome to be reported at future meeting
- 54.3 Item 46.3 External Audit Report made to Full Council. No issue of concern. Internal Auditor has commenced visits for 2011-12
- 54.4 Item 49.3 Insurance Rocking Horse added to schedule. Visit by Broker due 17 November to assess cover for Grouped Council
- 54.5 Item 50 Meeting due 4 October postponed

TO REVIEW

- F11/55.1 Half Yearly Finance Report Budget v Actual Spend September 2011 (**Appendix 1**)
Report accepted, noting:
- Increase in Burial Ground income against expected. Clerk confirmed increase in administration time with bereaved families contacting Parish Council rather than funeral directors
 - Public works Loan Board showing overspend due to timing of payment due 5 October but cheque drawn up
 - Section 106 income £68,940 affected percentage shown for net income
- Specified reserves paper (**Appendix 1, page 2**) provided for all and accepted. **Agreed** £1,384.82 shown as National Savings account closing balance to be transferred to general fund, source not identified. Clerk confirms Ambrose Way Amenity fund for covering "prospective cost of maintaining the public open space". This item to be listed separately from Section 106 10 year period monies. Environment Committee to discuss accounting method for recording balance in accounts
- 55.2 Annual Review of Effectiveness of Internal Audit Paper provided for all (**Appendix 2**). Noted. It was additionally noted Grouping Order would negate the current 101 Committee status of Recreation Ground Committee, also currently audited by Gerry Whitfield
- 55.3 Risk Management Plan (**Appendix 3**) Clerk to investigate options for storage of Burial Ground registers safely. Noted deposit of legal documents may depend on choice of Bank/Solicitors by newly Grouped Council. To be recommended for acceptance by Full Council 21 November 2011

MEDIUM TERM FINANCIAL STRATEGY FIGURES (SECTION 106)

F11/56 Noting Section 106 figures supplied in Appendix 1, **agreed** could not be usefully considered pending decisions on Grouping Order

5 YEAR PROJECTIONS

- F11/57.1 Cllr Ing outlined plans to give projections on all areas of income and expenses by model building method. **Agreed** new Grouped Council should be encouraged to carry out as a matter of urgency from April 2012
- 57.2 Chairman brought forward item 58.4 Precept Approach. Cllr D W Payne preferred an approach of holding Band D steady by taking forward all budget to initial first year of Grouped existence. Cllr Ing outlined request coming to the Parish Council for possible additional budget for Community Facilities Committee to fund negotiations for land lease, on a 3 year programme. All **agreed** it would therefore be necessary to carry out detailed budgeting process in order to report properly to residents on any change to Band D levels. Noted Impington Parish Council and Histon Parish Council would precept separately for 2012-13, with a joint precept level to be set from 2013-14 onwards. Noted Histon current Band D level currently higher than that of Impington

OTHER MATTERS

- F11/58.1 IT Provision report provided (**Appendix 4**). Accepted. All **agreed** Cllr D W Payne to assist office staff in progressing, with any Histon Parish Council input, noting this may be over budget.
Suggested:
- Quickbooks and import of Quickbooks 2010 to be 2012-13 budget item, to commence in new financial year
 - On-Line back up a preference. Annual fees to be investigated, Impington Computers to be asked to quote
 - Keyboard to be included, spare to be retained
- 58.2 Proposal to "buy in" time for administration support solely to standardise all policies, standing orders, regulations etc. Cllr D W Payne highlighted items to be standardised, researched or altered, some of which would be best handled by office staff. Other items e.g. Standing Orders, Financial Regulations, Terms of Reference, Policies needed "merging" to a point where a new Common Council could consider and adopt where appropriate. Additionally work required on Committee Structure options, decisions to be made on meeting place, meeting dates etc. All **agreed** a day a week (8 Hours) should be set aside for this purpose, and a temporary contractor (Transition Manager) for this work would be the sensible way forward. Impington Parish Council Finance Committee recommend Impington Parish Council fund and lead this work and Chairman would contact Histon Parish Council Chairman with this offer and seek input from all others on list of identified areas requiring drafting.
All present supported approach to previously contracted support for Orchard Park work, Mrs Sarah Smart. Offer would indicate 8 hours per week (one day) to be reviewed in light of experience.
- 58.3 Proposed Policy for "Elite Youngsters" – up-date. All **agreed** no budget available
- 58.4 Investment review issues SCDC scheme for investment opportunities. Noted interest rates offered did not match current higher investment rate with Scottish Widows
- 58.5 See item 57.2
- 58.6 Other Correspondence Health and Safety News from Wyntok available for inspection

DATE OF NEXT MEETING

F11/59 Next meeting due 10 January 2012

Items for next Agenda: Precept recommendation; Quarterly report; Delegation Policy and Donations Review (Conditional on Grouping Order decision)

Meeting closed 9 pm