

# Impington Parish Council Finance Committee

Minutes of Meeting, Thursday 7<sup>th</sup> September 2006 7.30 p.m.

held at The Parish Office, New Road, Impington

Present: Cllrs D W Payne (Chairman), T W Silk, H S Abdullah  
Clerk: Mrs A Young

Pages: 2

Action By Clerk/Cllrs:

## 1. Apologies for Absence

Apologies received from Cllr P D Gooden (personal). Cllr Teague not present

## 2. Matters arising from minutes 3 May 2006

“Tractor” to read “gangmower” All agreed Cllr Payne to sign as correct record

## 3. Review of Asset Register Values

Committee went through Asset Register signed off in May 2006.

- Agreed to now write off computer (1999); reduce computer (2003) to £300 and advise HPC accordingly who insure all office equipment
- Agreed to contact Mr Unwin and ask if gangmower usable and if so, where stored. Then consideration to be given on writing off (not insured by IPC)
- Agreed to check if item “Shed/Furniture, Mill Lane” £12,510 included seats and bins
- Agreed to increase Notice Boards in New Road to £900 (from 781) and advise Insurers
- Noted seats (3) currently only 2 in place – leave as replacement expected soon

New schedule to be prepared as soon as possible

**Clerk**

## 4. Risk Assessment – Report on Review undertaken August 2006

Cllrs Lawton and Abdullah, with assistance of Mr K Burrows (Health & Safety professional) carried out full review and provided useful process notes. Agreed to identify risk levels for 1a) additional notes and re-do Controls descriptions

**Clerk**

Each Committee then to consider:

Burial Ground – 1 and 2

**Burial Ground Committee**

Finance – 4

**Finance Committee**

Environment – 3, 5, 6 and 7

**Environment Committee**

Prior to precepting process, Committees challenged to find additional resources to make happen or bring costings to Precept. Agreed reviews to be each March and September

Agreed items marked:

High – to be considered and dealt with within a month of identification and report

Medium – budgeted for in next precepting round and check made on whether staff could take on. Processes must not be implemented with no time to do the tasks

Low – when opportunity arises deal with item

## 5. Financial Strategy

Cllr Abdullah had provided draft strategy, dated June 2006. Input provided and Cllr Abdullah to re-draft and distribute

**HSA**

Clerk agreed to write to Charity Commission asking for instructions on how to close John Burgoyne and Children’s Playgrounds, assets of both to be held by the Parish Council

**Clerk**

## 6. Guided Bus – Notice under Acquisition of Land Act 1981

Form completed and signed and returned by Proper Officer, the Clerk

**Clerk**

Clerk to contact Institute of Chartered Surveyors for advice on compulsory purchase process and recommendations for Chartered Surveyors to act for Council

**Clerk**

## 7. Youth Balance Up-date

Cllr Abdullah confirmed likely carried forward for 2006-2007 was £16,500 - £18,000 and noted current balance £29,496 once Parish Council grants paid. Confirmed all grants now spent and allocation in accounts no longer required

#### **8. Recreation Ground VAT Up-date**

Letter from PEM VAT Services copied to all for information. Recreation Ground Management Committee had not yet met to discuss

#### **9. Date of next meeting**

January 4<sup>th</sup> 2007 Precept only

Separate finance meeting to be arranged December 2006/Jan 2007 to include: Financial Regulations Review; Insurance Review; standing orders review; Risk Assessment (Contractors)

Meeting closed at 9.15 p.m.