

Minutes of the Finance & Administration Committee meeting held on Monday 29th April 2013 at 7:30pm in the Parish Council Office

Present: RT Summerfield (chair) DJ Chamberlin M Hersom (arrived at 7:50pm) HM Smith
I Tyes
The clerk

1. **Apologies:** Apologies for absence were accepted and approved from JE Coston – personal; IF May-conflicting appointment.
2. **Declarations of interest and dispensations**
 - a) **To receive declarations of interest from councillors on items on the agenda.**
 - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).**
 - c) **To grant any requests for dispensation as appropriate**
None received
3. **Minutes:** the minutes of the meeting of 28 January 2013 were approved and signed as a true record.
4. **Bank Reconciliation and Bank Statements:**
These were reconciled as at 31 March 2013.
 - NOTED Scottish Widows a/c – interest rate reduced to 0.75% (balance over £50,000) from 6th Jun 13 (was 1%).

Clerk will check other rates available for fixed term deposit accounts. Committee had previously AGREED that RTS and HMS could take decision to switch accounts as necessary (min 4/01-13).
5. **Review of debtors and creditors at 31 March 2013:**
£76 outstanding for Community Care Fees (Jan-Mar 13) had since been paid. There were no long term debtors.
£3,200 for a zebra crossing had been written off from creditors from 2006.
6. **Review of Insurances for 2013/14:**
Clerk advised details for public liability cover and personal accident cover had been checked with the insurer. The renewal premium for 2013/14 (year 3 of 5 year LTA) was £942.68, a reduction from last year.
7. **Review of Standing Orders, Financial Regulations and Lone Worker Policy:**
RTS, HMS and Clerk had reviewed the revised documents.
AGREED to recommend all 3 documents for acceptance by council.
8. **Review of Budget and year end actuals:**
Noted the new play equipment had only taken £1025 from the budget as a grant had been obtained from AmeyCespa. This will be taken from S106 monies received.
Noted that grants totalling £4928 had been received for Community Care Scheme, £1928 over budget, and that Community Care payments made under Local Govt. Act 1972, S137 were under budget by £2138.
S106 receipts for 2012/13 totalled £3,628 not budgeted – to be used for community projects *e.g.* play equipment, village seat. This money was kept in a separate account and clearly identified in the accounts.
9. **Recommendation that Council approve Accounts 2012/13 and confirm responses to Annual Governance statement:**
AGREED to recommend that Council approve the Accounts for 2012/13 as presented and approve the responses to the Annual Governance statement.
10. **Recommendation that Council appoint S. Wilson, Canalbs Ltd, as Independant Internal Auditor for 2013/14**
AGREED to recommend that Council appoint S Wilson, Canalbs Ltd, as Independent Internal Auditor 2012/13.

**Action:
Clerk**

11. Payment to Cambridge Sports Lake Trust (CSLT) towards costs for Tompkins Mead:
A detailed report from CSLT was received. **AGREED** to recommend that Council pay £1000 towards costs to maintain and insure Tompkins Mead.

12. Date of next meeting – 22nd July 2013

The meeting closed at 8:40pm

Signed.....

Date.....