

Girton Parish Council

Susan Cumming
Clerk to the Parish Council
Telephone: (01223) 472181
Email: clerk@girton-cambs.org.uk

The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
Cambridge CB3 0FH

Summons to attend the Meeting of Girton Parish Council on Wednesday 16th November, 2011

at St Vincent's Close Community Centre at 7.30 pm.

Members of the parish are welcome to attend this meeting and speak at Item 11/137.1

AGENDA

11/134 Welcome from the Chairman

11/135 Apologies and reasons for absence

11/136 Members' declarations of interest for items on the agenda

11/137 Public Participation session on agenda items & matters of mutual interest:

1. Members of the Public
2. County Councillor's Report
3. District Councillors' Reports (*Appendix A*)
4. Police Report

11/138 To confirm Minutes of the Parish Council meeting of 19th October 2011 and of the Extraordinary Parish Council Meeting of 10th November 2011.

11/139 Matters arising from the Minutes:

11/140 Business items requiring a decision, or consideration by the Council:

1. To co-opt a member of the Parish Council to replace Councillor Ziobro
2. To follow the procedure agreed with Girton Town Charity in June 2010 for the appointment of a trustee of Girton Town Charity (*Appendix B*)
3. To approve repair work to the Trim Trail (details to be circulated)
4. To request Cambridgeshire County Council to install double yellow lines around the corners of Weavers Field to discourage users of the Co-Op parking there.
5. To authorise the Chairman and Vice-Chair to be Girton Parish Council's signatories for the ransom strip at 121 Girton Road (see item 11/142.7).
6. To approve the running of go-karts on the recreation ground on 2nd June 2012

11/141 Finance & Resource Management:

1. To approve payments for the previous month.
2. To approve the balance sheet (to be circulated)
3. To receive the Finance Report from 1 April 2011 to date (to be circulated)
4. To approve the opening of two new accounts for the Wellbrook Way monies (email from Natalie Stone of 13 October "Building Society Accounts – Options for Wellbrook Way" and email from Natalie as GPC Finance Officer of 31 October 2011 "Financial Matters" refer)

11/142 Correspondence

1. 8 October 2011: Correspondence regarding parking outside the Co-Op store
2. 20 October 2011: Letter to Girton Cricket Club Chairman re: proposed cricket nets
3. 31 October 2011: Letters to Thornton Way residents regarding hedging and boundaries
4. 2 November 2011: Correspondence regarding tennis court fees
5. 5 November 2011: Minutes of Wellbrook Way Residents Association Meeting
6. 8 November 2011: Correspondence about Wellbrook Way Open Spaces
7. 9 November 2011: Correspondence regarding land at 121 Girton Road
8. 10 November 2011: Letters of thanks to parishioners for donations to Duck End roundabout tree planting

11/143 To receive reports:

1. Chairman's Report (*Appendix C*)
2. Girton Town Charity

3. Girton Youth Project (*Appendix D*)

4. Footpaths

11/144 To receive unconfirmed Committee Minutes:

1. Planning Committee Meeting, 1st November 2011

2. Planning and Resources Committee Meeting, 1st November 2011

11/145 Matters raised by Members

Susan Cumming (Parish Clerk)

10 November, 2011

APPENDIX A

Report from District Councillor Douglas de Lacey

8. 11. 2011

I was inadvertently copied in on a libellous letter following my last report. I had written 'For myself I am sufficient of a democrat to believe, although I think I have much to contribute to the Council on Girton's behalf, that if the electorate prefer a representative of a Party to a representative of the Village, so be it.' The author of this letter wrote 'Or you do like DdL get the LibDems not to stand, vote with them on everything at SCambs and ride the 2 horses of party support and independency'. May I make it crystal clear that this is false. I did nothing to encourage the LibDems not to stand 4 years ago, and my vote, which is secret, is as I believe the village would wish. If that is often with the LibDems that is perhaps an indication of the lack of concern for local issues evinced by the ruling Group; but I have often opposed them: most recently on the tweeting issue. You'll have to take my word for that, though, since no-one else knows how I vote.

I don't intend to take this any further, unless of course the perpetrator has any political pretensions, in which case it would become a very serious matter.

The City is reassessing its waste services, and some Girton residents were startled to be telephoned by City officers with a questionnaire. When City officers fail to understand our village's status, it is clear we need to fight hard to ensure our boundaries are clear. On the brighter side I have had many discussions with officers from both the City and the District over the North-West Cambridge development (and have sent them long screeds on the application as it stands), and they appear sympathetic to my concerns. It is vital to us, I believe, that the 'Girton Gap' which separates our village from the City is maintained and enhanced to clarify that we are not simply an extension to the City.

The CCWG had managed to secure agreement from Council to install Solar PV on the Council roof. The day before our meeting to finalise the details, the Government announced a 50% reduction in the feed-in tariff, which (taking into account electricity savings and maintenance costs) would halve the value of our investment. Only if we can complete the project before 11 December would we not be affected: an almost impossibly tight

schedule. Can we run the risk? The Group decided we should press ahead, though we do not have the final say. Quite apart from feed-in income, we stand to gain about £100,000 over 25 years in electricity costs.

The Group also discussed the Government's new Green Deal, a plan to replace for home improvements to reduce energy use with loans. The 'golden rule' is that the financial savings made will more than cover the loan repayments. The Council could act as a provider or a partner in the scheme, but details are still a bit sketchy.

Education is a County rather than a District issue, but is such an important part of the NW Cambridge Planning Application that I have held discussions with Mr Atkin to guide my response to the proposals. This has demonstrated the paucity of the figures in the underlying assumptions.

From time to time the County invites each District to a meeting on matters of mutual interest, and education figured large in the most recent on 7 November. I was able to raise my concerns with the relevant officers, but the replies were disappointingly bland and give little assurance that the school plans for NW Cambridge are well founded. Sadly this is largely a County responsibility and we shall have few powers to press the University to make education on this site a priority issue -- a missed opportunity. That meeting was due to discuss streetlights but the item was withdrawn as SCDC has just decided to take management back to itself: we await details. We also discussed localism: many councillors in both Councils expressed scepticism that it meant anything more than devolving costs downwards, but there are some real gains, for instance speed limits.

Douglas de Lacey

APPENDIX B

GIRTON PARISH COUNCIL and Girton Town Charity

Girton Parish Council ('the Council') appoints 5 of the 7 Trustees of Girton Town Charity ('the Charity'). This proportion was set down in the amendment to the Scheme of 9 May 1985 for the Town Charity (Charity Registration No. 203217) which was made on 8 March 1996. By mutual consent the number and the proportion of Trustees appointed by the Council was continued for the Company named Girton Town Charity (Company Registration No. 6918381; Charity Registration No. 1130272) which was established in June 2009 and which is the successor to the Town Charity. All Trustees are appointed for a period of 5 years.

Both the Council and the Charity are aware of the importance of making suitable appointments of Trustees and have therefore agreed the following guidelines for the procedure to be followed when a vacancy occurs among the Trustees appointed by the Council.

- i) A resignation of a Trustee, or notice of the intention not to seek reappointment, shall be notified by the Chairman of the body receiving the resignation or notice to the other Chairman and Clerk to the Council within 7 days of it being received.
- ii) The Parish Council shall advertise for expressions of interest in becoming a Trustee on the Council's Notice Boards and in the *Girton Parish News* as soon as possible after receiving notice of an actual or impending vacancy. The notice should indicate the timescale over which it is intended the appointment will be made and this should be not less than one month nor more than two months after the publication of the notice in the *Girton Parish News*.
- iii) The Trustees may also seek to identify possible candidates.
- iv) Those coming forward shall individually meet representatives of the Trustees in order that they might be briefed on the nature of the duties, responsibilities, required availability and workload of a Trustee of Girton Town Charity. They shall be given any suitable documents from the Charity Commission (for example: *The Essential Trustee: What you need to know*) to help them understand the position of Trustee in a general way.
- v) Individuals who continue to wish to be considered for appointment shall be interviewed formally by the Trustees who shall report in writing on the suitability of the candidates to the Chairman of the Parish Council and the Clerk to the Council. The Trustees shall make a recommendation for appointment and the Council agrees that it shall normally appoint the person or persons recommended by the Trustees. The Trustees may also state that a candidate is unsuitable for appointment in which case the Council shall not appoint that person as a Trustee.
- vi) The Parish Council may also make arrangements for its representatives to interview the candidates before proceeding to an appointment. The Trustees and the Council's representatives shall then meet to discuss the candidates and agree the recommendations to be put by the Trustees to the Council at its meeting which shall make the appointment. In the event of disagreement the reasons for disagreement shall be reported to the Council together with the recommendation from the Trustees.
- vii) In making the appointment the Council shall take into account the need for the Trustee body to work effectively and have due regard to the skills that the appointee can bring to the Trustee body and his or her commitment to the aims and purposes of the Charity.

In the event of an individual expressing interest to the Parish Council in becoming a Trustee when there is no vacancy, the Parish Clerk shall inform the Chairman of the Girton Town Charity who shall arrange for a briefing to be given within two months.

It is agreed by both bodies that the confidential nature of much of the discussion in the meetings of the Trustees is such that it is difficult for potential Trustees to attend as observers. However, the Trustees will try and give as full a picture of the activities of the Charity as is possible without attendance at a Meeting of Trustees to any candidate or potential candidate.

This document shall be reviewed every 4 years or with such frequency as corresponds to elections of the whole Parish Council.

This document was formally adopted by Girton Town Charity and Girton Parish Council in June 2010.

Signed of behalf of the Trustees
of Girton Town Charity

Signed on behalf of Girton Parish Council

Information for potential Trustees

'Job Description'

Trustees are the people responsible under the governing documents of Girton Town Charity for controlling the management and administration of the Charity.

The Charity is governed by the Memorandum and Articles of Association of the Charity registered at Companies House on 28 May 2009 and the Charity Commission Scheme issued on 24 June 2009.

The Trustees of Girton Town Charity wish to have a Trustee body ('Board') which is representative of the residents of the Village and therefore they welcome new members of any age, sex, race or belief who share an interest in the promotion of the Charity and its purposes as defined in its Governing Documents.

As a Trustee you must be willing - and able - to give time to the efficient administration of the Charity and the fulfilment of its aims. You must be prepared to take an active part in the running of the Charity. Trustees' responsibilities cannot be delegated.

Trustees are not remunerated but are able to be reimbursed for all authorised expenses they incur in carrying out their duties.

The role of a trustee is:

- to ensure that Girton Town Charity complies at all times with its Governing Documents, charity law, company law and any other relevant legislation or regulations. Ensuring compliance with charity law, and the requirements of the Charity Commission as regulator, means you making sure that:
 - the Charity is, and will remain, solvent; this means that you need to keep yourself informed of the Charity's activities and financial position
 - we prepare reports on our work, and submit Annual Returns and accounts as required by law
 - we use charitable funds and assets wisely, and only to further the purposes and interests of the charity *i.e.* the Charity must not spend money on activities that are not in its Objectives, no matter how worthwhile or charitable those activities might be
 - we avoid undertaking activities that might place the Charity's property, funds, assets or reputation at undue risk
 - we take special care when investing the funds of the Charity, or borrowing funds for the Charity to use
 - you exercise reasonable care and skill as a Trustee, using personal knowledge and experience to ensure that the Charity is well-run and efficient
 - to ensure that Girton Town Charity pursues its Objectives; these are defined in its Governing Documents as "the relief of need in the elderly and for the promotion of any charitable purpose for the general benefit of the community in the Civil Parish of Girton Cambridgeshire and in particular the relief of poverty, distress and sickness"
 - to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
 - to ensure accountability
 - to set up employment procedures and respect the roles of Staff and fellow Trustees
 - to support the operational management of the Charity
 - to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
 - to ensure that risk assessments for all aspects of the business are carried out
 - to safeguard the good name and values of Girton Town Charity
 - to maintain effective Board performance and ensure the effective and efficient administration of the Charity including funding, insurance and premises
 - to promote Girton Town Charity
 - to act in the best interests of the Charity, never in the interests of yourself or another organisation

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience she or he has to help the Board reach sound decisions. These may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

A Trustee is required to act reasonably and prudently in all matters relating to the Charity and must always bear the interests of Girton Town Charity in mind.

On appointment Trustees must make a declaration that:

- They are over age 18.

- They are not an undischarged bankrupt.
- They have not previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- They are not under a disqualification order in acting as a company director under the Company Directors Disqualification Act 1986
- They have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- They are, in the light of the above, not disqualified by the *Charities Act 1993* (Section 72) from acting as a charity trustee.
- They undertake to fulfil their responsibilities and duties as a Trustee of Girton Town Charity in good faith and in accordance with the law and within the Objectives of Girton Town Charity.
- They do not have any financial interests in conflict with those of Girton Town Charity (either in person or through family or business connections) except those which they have formally notified in a Conflict of Interest statement. They specifically undertake to notify any such interest at any meeting where trustees are required to make a decision which affects their personal interests, and they will absent themselves entirely from any decision on the matter and not vote on it.

Structure of the Charity

There are seven trustees who serve five-year terms. Five appointments are made by Girton Parish Council and two by the Trustees themselves. We meet approximately once each month to carry out the routine business of the Charity and, each year, a day is set aside to develop new strategies and to ensure that the Charity remains vibrant and relevant. Reports of what we are doing are made to monthly meetings of the Parish Council and at the Annual Parish Meeting, which is usually held in April or May.

The Charity has an office at 22 High Street Girton and employs a part-time Administrator for 20 hours per week.

Activities of a Trustee

Unlike many larger charities, the Trustees of Girton Town Charity carry out much of its work. This involves not only attending the monthly meetings (held at 22 High Street and lasting 2 - 3 hours) but also:

- Preparing policy papers
- Advising and meeting potential beneficiaries
- Dealing directly with professional advisers to the Charity
- Administering aspects of its business directly in association with its administrator (*e.g.* the Educational Grant and Hospital Taxi Schemes)
- Reading and discussing legal and other documents concerned with the Charity's business
- Taking responsibility for designated aspects of the Charity's activities (*e.g.* maintaining relations with the Charity's almshouse residents; or overseeing grants such as the Youth Scheme run by the YMCA and the Community Warden provided by Age UK; or helping develop the Charity's Investment Strategy by being a member of the Investment Committee)
- Attending meetings of sub-groups of Trustees to develop and direct aspects of the Charity's functions

Time commitment

This is not a Trusteeship which only requires attendance at a few meetings a year. It is a 'hands-on' commitment of not less than 3 days (24 hours) per month in addition to the monthly meeting. This time can be spent mostly in the evening or at weekends, but external contacts may need to be carried out in the working day.

The Chairman, Vice-chairman and Treasurer spend considerably much more time than this on the Charity's business; their commitments are capable of reaching near full-time proportions at times of peak activity.

New Trustees will not obviously be expected to take on such a heavy load, but must be able to act between the monthly meetings and be available for extra meetings, either internal or with external individuals or organisations, occasionally during the normal working day. Sometimes the meetings have to be held at short notice, for example when the Charity is buying or selling property or seeking to appoint advisers or staff.

Method of appointment

The current vacancy is for a Trustee appointed by the Parish Council. Applications should in the first instance be made to either the Chairman of the Parish Council or the Chairman of the Trustees. You will then meet two Trustees who will explain what the job entails. If you are still interested, then you

will be formally interviewed by all the Trustees at a special meeting for the purpose. If there are very many names then the Trustees may need to draw up a short list of those who they wish to consider further and to interview. You may also be interviewed by members of the Parish Council. Following interview, the Trustees will submit a list of those suitable for appointment to the Parish Council, indicating if appropriate an order of preference with the reasons for that order. The Parish Council will then select for appointment one of those considered suitable. The process is governed by an agreement drawn up between Girton Parish Council and Girton Town Charity in 2010. This agreement is printed below for your information.

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8. This document shall be reviewed every 4 years or with such frequency as corresponds to elections of the whole Parish Council.

APPENDIX C

Chairman's Report to Girton Parish Council

9. 11. 2011

The only item to report this month is ongoing discussion with the Cricket Club and other societies concerning the proposal to erect a pair of cricket nets by the pavilion. The position is now complicated by the proposal to develop the upper back room in the pavilion for the Youth Group, which would also require the use of this space. We are currently awaiting a revised proposal from the Cricket Club so that the issue can be brought back to the Parish Council.

Douglas de Lacey

APPENDIX D

Feasibility of converting the Pavilion Roof space for use by Girton Youth Club

Present:-

Susan Cumming, Girton Parish Clerk

Ray Gordon, Parish Councillor

Tim Shuker-Yates, Girton Youth Leader.

Robert Higginbottom, Facilities Director for YMCA Cambridgeshire and Peterborough.

Gary Willmott, the Senior Project Manager with SW Bruce and Co (a London based building company who are often employed by the YMCA).

The meeting took place in and around the Pavilion on Monday the 31st October 2011.

The purpose of the meeting was to discuss the feasibility of converting the pavilion roof space into a dedicated 'chill out' room for the Girton Youth Club.

When the pavilion was designed in 1997 it was always intended that the roof space would be used for a meeting room or other uses but the grant from the Sports Council was insufficient to complete the work although provision was made for this to be done at some future date.

It was agreed that to comply with Fire and Safety regulations a second staircase would be required and, initially it is thought that this could be on the North East side of the building (the side nearest the Tennis Court) with an entrance door into the passageway where the toilets are situated and another door at the top of the stairway into the roof area.

A lift will have to be fitted to enable access for disabled persons. Provision for this was allowed for in the original design.

A fire exit would be required probably through the Parish Office to the other stairway.

Secure storage space would have to be available for the Parish Office and also for some of the sports equipment that is stored there. It was thought that this could be accommodated quite easily.

Proper floor covering will be required and paneling of the walls and ceiling.

A set of the original plans were loaned to Gary Willmott and he has agreed to come back with a report and approximate costing for the project.

I stressed that part of the original brief to the architect was to make the pavilion as near as possible vandal proof and this should be a major consideration in any new designs. The overall visual appearance should be pleasing to the eye in order to gain approval and planning permission.

Ray Gordon

Parish Councillor

2nd November 2011