

Girton Parish Council

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The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
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Minutes of the Extraordinary Meeting of Girton Parish Council held on Wednesday 18th June, 2014 at St Vincent's Close Community Centre, Girton, at 7.30 p.m.

Residents in the parish were invited to attend this meeting and to speak at Item 14/78.1

Present: Cllrs: de Lacey (Chairman), Williams, Barnes, Buckler, Cockley, Godby, Gordon, Noble, L Taylor, Whittle

Mr G Weller (Project Manager, Cambridgeshire County Council) (from item 14/78.1)

In attendance: S Cumming (Clerk), N Stone (RFO)

Prior to the commencement of the meeting, Cllr Buckler signed the Declaration of Acceptance of Office.

14/75 Welcome from the Chairman The Chairman welcomed everyone to the meeting, including Cllr Buckler who was attending her first meeting as a Girton Parish Councillor.

14/76 Apologies and reasons for absence Apologies had been received from Cllrs Bygott, Reynolds and M Taylor, and the Chairman accepted their reasons for absence.

14/77 Members' declarations of interest for items on the agenda Cllr Barnes declared an interest in item 14/79 as she is married to the internal auditor.

14/78 Public Participation session on agenda items and matters of mutual interest:
1. Members of the Public. This item was moved to later in the meeting, as the member of the public who wished to speak could not arrive until 7.45pm.

14/79 Finance and Resource Management

1. To approve the Annual Return and Annual Governance Statement (*Appendix A*). The Chairman thanked the Internal Auditor for his excellent job and expressed the council's gratitude. Cllr de Lacey proposed that the Annual Return be signed, seconded by Cllr Gordon and approved with two abstentions. The Annual Return was duly signed by the Chairman and the Responsible Financial Officer. Cllr de Lacey proposed that the Annual Governance Statement be signed, seconded by Cllr Gordon, and approved with one abstention. The Annual Governance Statement was duly signed by the Chairman and the Clerk.
2. To approve payments for the previous month. Proposed by Cllr L Taylor, seconded by Cllr Gordon and approved unanimously.
3. To approve the balance sheet (*Appendix B*). Proposed by Cllr de Lacey, seconded by Cllr L Taylor and approved unanimously.
4. To receive the finance report from 1st April 2014 to date (*Appendix C*). The RFO explained that the council would normally have the budget figures but that the Annual Return had taken a long time. Received by the Council.
5. To agree arrangements for the departure of the Responsible Finance Officer (*Appendix D*). Cllr de Lacey expressed the council's gratitude to the RFO. Cllr de Lacey proposed that the Annual Parish Meeting on 18th July is the logical cut-off point for the RFO's departure, and that the Council asks Mrs Stone to stay until 18th July with a week's holiday early in July. Seconded by Cllr Godby. Approved unanimously.

14/78 Public Participation session on agenda items and matters of mutual interest:

1. Members of the public. Grant Weller (Project Manager at Cambridgeshire County Council) gave an update on the Huntingdon Road Cycle Lane proposals. The next County Council Environment Committee Meeting has been deferred until 8th July 2014, over safety issues including the kerb upstandis and the floating bus stops. The proposed kerb upstand was originally a 25mm bullnose – the new proposal is for a gradual upstand. Regarding the floating bus stops, concern was expressed over the width of the island and conflict between pedestrians and cyclists. The layout will now work for access for all. A minimum width of 2m allows wheelchairs to turn 90°. The proposal is now for the bus shelter on an island without pedestrians having to cross the cycle path. The pedestrian crossing point will be 4m wide. Cyclists will be aware of the crossing area where pedestrians are crossing for the bus, which will be ramped up to deter cyclists. There has been a meeting with Sensory Services and CamSight regarding access, and tactile paving was discussed – wheelchair users struggle with this. ‘Bus Stop’ sign will be on a pole for the partially-sighted. One of the bus stops will be relocated further into the NIAB site. Similar schemes have been introduced in Brighton and London, and it is not envisaged that there will be a trial period for the Huntingdon Road scheme. Councillors’ questions included whether there had been consultation with the police, if a TRO would be needed to allow tricycles on cycle lanes, consideration of the safety of children alighting from buses, and the safety of a splayed upstand for tricycles and child carriages. The cycle lane is coloured red which has not worn well at the NIAB junction. The proposals would mean that two parish council owned bus shelters would have to be moved and Cambridgeshire County Council would need to budget for this. The Chairman thanked Mr Weller.

The meeting closed at 8.24pm

APPENDIX A
Annual Return and Governance Statement for Girton Parish Council, 2013-2014
 (please see at end of document)

APPENDIX B
Balance Sheet until end of May, 2014

	Apr 30, 2014	May 31, 2014
ASSETS		
Current Assets		
Current/Savings		
Co-op Wellbrook Account	660.28	147.49
Melton Mowbray Building Society	93,869.55	93,869.55
Cambridge Buildg Soc - Reserve	173,828.80	173,828.80
Cambridge Building Society	100,709.40	84,145.40
Co-op Current Account	2,745.85	8,634.47
Total Current/Savings	371,813.88	360,625.71
 Accounts Receivable		
Accounts Receivable	-6.00	-87.00
Total Accounts Receivable	-6.00	-87.00
 Total Current Assets	 371,807.88	 360,538.71
 Fixed Assets		

Wellbrook Way facilities	39,405.00	39,405.00
10 Acre Field	52,000.00	52,000.00
Multi Surface	16,488.00	16,488.00
Pavilion Building	355,710.53	355,710.53
Playground/Rainbow Project	56,645.56	56,645.56
Recreation Ground	45,000.00	45,000.00
Total Fixed Assets	565,249.09	565,249.09
TOTAL ASSETS	937,056.97	925,787.80
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	-0.70	
Total Accounts Payable	-0.70	
Other Current Liabilities		
S106 Other	29,601.36	29,601.36
Wellbrook Way prepayment	93,654.44	93,654.44
VAT Control	-8,113.55	-5,465.36
Total Other Current Liabilities	115,142.25	117,790.44
Total Current Liabilities	115,141.55	117,790.44
Long Term Liabilities		
Wellbrook Way Addition to Asset	39,405.00	39,405.00
Capital fund	17,245.90	17,245.90
Reserves		
Games Surface Reserves	54,048.41	54,048.41
Pavillion Fabric	101,631.65	101,631.65
Play Equipment Reserve	16,521.00	16,521.00
Total Reserves	172,201.06	172,201.06
Total Long Term Liabilities	228,851.96	228,851.96
Total Liabilities	343,993.51	346,642.40
Equity		
Opening Bal Equity	558,583.24	558,583.24
Retained Earnings	13,122.96	13,177.86
Net Income	21,357.26	7,384.30
Total Equity	593,063.46	579,145.40
TOTAL LIABILITIES & EQUITY	937,056.97	925,787.80

APPENDIX C
Finance Report for Girton Parish Council – 18th June, 2014

	<u>May 2014</u>	<u>Apr - May 2014</u>
Ordinary Income/Expense		

Income

Recreation Centre		
Combined use of facilities	310.50	707.25
Football Pitches	32.00	575.25
Hire of furniture	320.50	68.25
MUGA		804.25
Pavilion Hall		
Parties	129.50	185.00
Pavilion Hall - Other	1,423.50	2,473.25
Total Pavilion Hall	<u>1,553.00</u>	<u>2,658.25</u>
Ten Acre Field	310.00	726.00
Tennis Courts		
Public Use	6.75	6.75
Tennis Courts - Other	13.00	1,020.25
Total Tennis Courts	<u>19.75</u>	<u>1,027.00</u>
Total Recreation Centre	<u>2,545.75</u>	<u>6,566.25</u>
Interest Income		2,029.67
Precept		47,432.50
Total Income	2,545.75	<u>56,028.42</u>

Expense

Sport and Recreation		
Business Rates	659.00	1,981.00
Recreation Grounds maintenance		
Grass cutting	187.32	215.88
Cricket square maintenance		
Cricket square materials	25.50	25.50
Cricket square maintenance - Other		150.00
Total Cricket square maintenance	<u>25.50</u>	<u>175.50</u>
Recreation Grounds maintenance - Other	<u>135.78</u>	<u>135.78</u>
Total Recreation Grounds maintenance	<u>348.60</u>	<u>527.16</u>
Play Equipment inspections	225.00	225.00
Pavilion supplies	115.56	144.96
Cleaning	912.00	912.00
Utilities		
Electricity	929.52	929.52
Total Utilities	<u>929.52</u>	<u>929.52</u>
Salaries and Wages		
Booking Administrator Wages		
Booking Admin N.I.	12.77	25.54
Booking Administrator Wages - Other	755.53	1,511.06
Total Booking Administrator Wages	<u>768.30</u>	<u>1,536.60</u>
Groundsman wages		
Groundsmans NI	108.56	174.91
Groundsman wages - Other	1,449.70	2,593.50
Total Groundsman wages	<u>1,558.26</u>	<u>2,768.41</u>

Security/Maintenance		
Secy/Maintenance Officer Wages	<u>301.86</u>	<u>603.72</u>
Total Security/Maintenance	<u>301.86</u>	<u>603.72</u>
Total Salaries and Wages	<u>2,628.42</u>	<u>4,908.73</u>
Total Sport and Recreation	5,818.10	9,628.37
Environment		
Grass verge maintenance	820.00	1,610.00
Open Space maintenance	471.43	942.86
Planting and unforeseen items	-300.00	-675.00
Redevelopment village centre		
Car park redevelopment	<u>320.00</u>	<u>320.00</u>
Total Redevelopment village centre	<u>320.00</u>	<u>320.00</u>
Total Environment	1,311.43	2,197.86
Parish		
Election	8.31	8.31
Subscriptions	145.00	180.00
Insurance Parish	38.67	1,819.37
Stationery and printing		81.30
Rent St Johns Field	350.00	350.00
Postage	45.60	69.80
Street lighting		530.60
Cllr expenses		9.13
Trade waste collection		777.40
Clerk & RFO Wages (incl. tax)		
Clerks N.I.	51.89	103.78
Clerk & RFO Wages (incl. tax) - Other	<u>1,331.59</u>	<u>2,663.18</u>
Total Clerk & RFO Wages (incl. tax)	<u>1,383.48</u>	<u>2,766.96</u>
Total Parish	1,971.06	6,592.87
Wellbrook payments		
Bowling Green	7,038.12	29,900.02
Wellbrook payments - Other	<u>325.00</u>	<u>325.00</u>
Total Wellbrook payments	<u>7,363.12</u>	<u>30,225.02</u>
Total Expense	<u>16,463.71</u>	<u>48,644.12</u>
Net Ordinary Income	<u>-13,917.96</u>	<u>7,384.30</u>
Net Income	<u><u>-13,917.96</u></u>	<u><u>7,384.30</u></u>

APPENDIX D

Natalie has offered the Council three options regarding the end of her contract. She is due one week of leave, and the options are:

1. That she take her week's leave at the end of June, which means that she would finish work very soon after the Extraordinary Meeting.

2. That she take an extra week's salary in lieu of the week's leave. She would then have 7 working days after the Extraordinary Meeting.
3. That we agree a departure date of 18 July. This would allow her to take the week's leave at a convenient time, and still be in post for the Annual Parish Meeting and the July Council. August is likely to be a quiet month, and we would hope to have a new RFO in post at the start of September. The Chairman will therefore propose that Council agree to option 3.