

# Girton Parish Council

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## Minutes of the Finance Committee meeting held on 22 July 2008 at the Cotton hall

**Present:** R Hiley (Chairman), S Clift, D de Lacey, J Ford-Smith (from 08/13), R Martin

**Action/Power**

### **08/08 Apologies for absence**

Apologies had been received from Cllr Taylor.

### **08/09 Members' declarations of interests for items on the agenda**

Cllr Hiley declared an interest as a Trustee of Girton Town Charity.

### **08/10 That Standing Orders be suspended for an open session for public**

As no members of the public were present Standing Orders were not suspended.

### **08/11 That Standing Orders be reinstated**

As above.

### **08/12 That the Minutes of the meeting held on 19 March 2008 be received**

Prop Cllr Martin, sec Cllr de Lacey, 4 in favour, 1 abstention.

### **08/13 Matters arising**

08/05 Risk assessments are being built in to all Council and Committee items where necessary. Cllr Hiley said the most difficult risk assessments are those concerning procedure, particularly financial procedures and the signing of cheques. In future any cheques that are written outside of the monthly meeting should be authorized by the Finance Committee. He also expressed his concern about risk assessments for the parish council office which is an area that requires a consultant who is trained and insured. The Clerk was asked to contact CPALC for a list of consultants we might approach. Cllr Hiley also said the employment status of regular sub-contractors such as the Security Officer needed to be regularized.

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08/06 The tax and NI costs were checked and found to be accurate.

08/07 Working party on pension scheme: Cllr Hiley reported that he had looked at the Local Government Pension Scheme – both the employer and employee contribute based on pro rata salary. It was agreed to recommend to the Parish Council that all employees (currently the Clerk and the Bookings Administrator) should become members of the scheme from the start of the next financial year.

CRH

### **08/14 To consider the Balance Sheet for this financial year to date**

The Committee worked through the Balance Sheet and Profit and Loss vs. Actual figures. Cllr Martin enquired whether we should seek a Deposit Account with a higher rate of interest. Cllr Hiley said Parish Councils were legally required to invest in a limited range of accounts which meant it was unlikely a significantly higher rate could be achieved.

### **08/15 To consider how to account for changes in the budget over the year**

Cllr Wilson had provided a report on Sport and Recreation Committee spending and particularly drew attention to £1460 allocated to play equipment maintenance. This expenditure had been on protection for the fencing around the MUGA and Tennis Court. There had been a budget allocation in the previous year for the teen games area which had not been entirely spent and this work was part of that project. As money had been available for the project, it should now be

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in the reserves. Cllr Hiley proposed that the £1460 budgeted should be charged to the general reserve. The Clerk was asked to talk to Michael Woodisse about adding a category to the Balance Sheet called General Reserve. It was also proposed that 'Games Surface Reserve' be understood to include ancillary fencing and lighting provision for the specialized games surfaces, not just the surfaces themselves. The Committee agreed.

**08/15 That our internal auditor Michael Woodisse should be co-opted on to the Committee**

It was agreed that it would be beneficial if Michael Woodisse could be in attendance at meetings, but not as a voting member.

The next meeting of the Finance Committee was set for 23 October 2008 at 7.15pm, followed by the Budget Committee at 8pm.

The meeting closed at 20.10hrs.