

# Girton Parish Council

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

## Minutes of the Finance Committee meeting held on 30<sup>th</sup> October 2008 at 7.30pm at the Cotton Hall

**Present:** Cllr R Hiley (Chairman), D de Lacey, J Ford-Smith, S Clift, R Martin, M Wilson

**Action/Power**

In attendance: R.Stone (Clerk) and N Stone (Finance Officer)

### 08/17 Apologies for absence

None received.

### 08/18 Members' declarations of interests for items on the agenda

None.

### 08/19 That Standing Orders be suspended for an open session for public

No members of the public were present.

### 08/20 That Standing Orders be reinstated

As above.

### 08/21 That the Minutes of the meeting held on 22 July 2008 be received

Cllr de Lacey prop to accept the minutes, sec Cllr Hiley. Unanimous.

### 08/22 Matters arising

Item 08/13 Risk assessment – The Chairman said risk assessment should be built into all Parish Council areas of business, and procedures to achieve this should be written down. Income & insurance (including user's insurance) needed to be verified.

Current financial processes needed to be recorded, and improvements identified. A short paper was required to detail how payments were made; how approaches were made to contractors for quotations; and how payment of expenses to councilors and staff were made.

Clerk/PFO/Admin

The Chairman added that an Order Book was required to record orders for goods and services by sequential number. Quickbooks may have a suitable module for this purpose. Orders should have a box that can be initialed by Chairmen to authorise payment.

PFO

A paper on Risk Assessment, including employment issues, was required. This should be submitted to the Parish Council as it was a duty of all Councilors, and especially Chairmen of Committees to consider risk assessment as part of their responsibilities.

PFO

### 08/23 To consider the Income & Expenditure Account for 2008/09 against budget

- i) The Chairman reviewed total Recreation Income (1 April to 27 October 2008) - £14,424 against annual budget of £26,000, and commented that Girton Parish Council appeared to be on target.
- ii) Expenses against budget:
  - Football pitch maintenance costs of £1775 against allocation of £2890 suggested this budget was under pressure.
  - Cricket square maintenance of £1041 against £1950 was under budget.
  - MUGA maintenance at £600 against £500 allocation was over budget by 20%.

Clerk - Jan  
Agenda

- Play equipment maintenance of £2565 against £1500 indicated an underestimate of costs.
- Building maintenance of £1702 against £5000 was a significant underspend to date but more expenditure would be required in the second half of the year.
- CCTV – no monies had been spent from the £2000 allocation to date. New equipment needed to be ordered soon.
- Cleaning at £2870 against £5500 was on budget.
- Utilities expenditure of £3175 against allocation of £4400 was going to significantly over run budget. Consideration of the two possible types of direct debit was required. Also whether it was possible for CPALC to negotiate a better deal for Parish Councils. Inquiries should also be made to see if (a) an economy 7 tariff could be pursued; and whether auto switches could be installed on heaters within the hall.
- The Chairman noted that the Environment Budget of £14,603 was still largely under spent with £12,051 available for the remainder of the financial year. Cllr Ford-Smith advised that a significant proportion of these monies - £5000 - had yet to be committed to architect fees for the redevelopment of the car park entrance.
- Insurance costs of £2362 against allocation of £4000 were less than expected. The Clerk advised he had investigated personal insurance cover for Councillors and Officers whilst on Council business, and was requested to raise this issue at the next Parish Council meeting. This was a risk assessment issue.
- Girton Corner amelioration of traffic risks. The Parish Chairman noted that this in part was dependent on South Cambs DC. A contribution of £3000 was available for works but these had yet to be progressed.
- Village Feast (not "Day") – No expenditure had been made from the £1000 budget to date for this 2009 event.

Administrator

PFO  
Clerk

Administrator

Clerk

The Chairman summed up saying that overall expenditure at £36398 was well within the £90,100 budget for the financial year but noted (*as detailed above*) that a number of elements still needed to be taken forward.

In future he would be looking for advice from the Finance Officer to indicate where monies were not being spent, and what proportion of these it would be appropriate to transfer into reserves. It may be appropriate to set up allocated reserves for spending against a number of Council projects. As a general rule if these monies were not spent within 2 years of allocation they should be withdrawn, and monies re-allocated.

PFO

#### **08/24 To consider the proposed Budget and Precept for 2009/10**

The Chairman invited comments on the initial draft budget. Following detailed scrutiny and amendments Cllr Hiley proposed to recommend to the Parish Council a precept of £73,000 for 2009/10 subject to final review by the Budget Committee following receipt of the housing figures from SCDC in December. This was seconded by Cllr Ford-Smith, unanimous.  
(*Revised figures for the 2009/10 budget are attached at Appendix 1.*)

Clerk – December agenda

#### **08/25 To consider and approve new signatories for the Council's bank and building society accounts**

Current signatories of the bank account were Cllrs D de Lacey, R Gordon, P Starling and Helen Bracey. It was agreed to replace Helen with Natalie Stone.

The PFO should be one of two signatories for the building society account. The other signatory should be either be the Parish Chairman, or the Chairman of the Finance Committee – currently Cllrs D de Lacey and R Hiley respectively.

The building society account should only be used for transfers to the bank account. This should be stated within the Financial Regulations.

PFO

Clerk/PFO

**08/26 To approve in principle the purchase of a laptop for the use of the Clerk and PFO**

It was agreed that an allocation of £500 should be made for the purchase of a laptop, and £200 for software. A quotation should be obtained to go to the Parish Council for approval.

Clerk

The meeting closed at 20.50hrs.