

# Girton Parish Council

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

## Finance Committee held on 5th March 2009 at 7.45pm in the Cotton Hall.

### Action/Power

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

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

### Items

**09/01 To receive apologies for absence**  
Cllr Martin.

**09/02 Members' declarations of interest for items on the agenda**  
None.

**09/03 That Standing Orders be suspended for an Open Session for the public**  
SOs not suspended. No members of the public were present.

**09/04 That Standing Orders be reinstated and the Council meeting resumed**  
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**09/05 That the Minutes of the Finance Committee meeting held on 30<sup>th</sup> October 2008 be received.**  
Approved, and signed by the Chairman.

**09/06 Matters arising:**

08/22 Financial processes: - Initial paper produced for Parish Council meeting of 18<sup>th</sup> February 2009. Further paper needed on quotations, and expenses. Software for Order Book identified. Paper on Risk Assessment in preparation for Parish Council meeting of 18<sup>th</sup> March 2009.

PFO  
Clerk

08/23 Income & expenditure

- CCTV – no progress to date.
- CPALC is negotiating a joint contract for Parish Councils for power costs.
- Personal insurance – will be included in new insurance cover wef 1 April 2009

08/26 Laptop – identified & on order. Will be encrypted.

Clerk

**09/07 To consider and approve part time staff contracts with effect from the start of the 2009/10 financial year:**

Staff contracts for Assistant to the Parish Clerk, Parish Clerk, Principal Finance Officer, and Groundsman approved subject to minor amendments to be cleared with the Chairman of the Finance Committee prior to signature by Chairman of the Parish Council, and employees.

Clerk

It was noted that whilst the Groundsman may wish to defer signature until 1<sup>st</sup> October 2009 his contract would be offered with effect from 1<sup>st</sup> April 2009.

**09/07 To consider the steps necessary to introduce a staff pension scheme, and to agree the timing of its introduction.**

Two steps were identified before the issue could be referred to the Parish Council. First for the Finance Officer to establish the financial implications for the coming financial year producing forecast salary figures with, and without, pension contributions. Initial rough calculations suggested a commitment of £2000 which whilst not currently budgeted could subject to Council agreement be met from reserves.

PFO

Secondly for the Clerk to liaise with the Pensions Officer at SCDC to produce the draft documents for approval by the Council to set up the pension scheme.

Clerk

If possible it would apply from 1<sup>st</sup> April 2009.

**09/08 To consider setting up allocated reserves for major Parish Council projects.**

A number of guidelines emerged from discussion.

- i) the importance of forward planning by Committees in the autumn to as far as possible identify new projects;
- ii) projects identified in year should be considered as either “mission critical”, or desirable in which case they could be deferred;
- iii) If the former consideration should initially be given by Committees to reviewing the priority of their other projects to determine whether they could be delayed until the next financial year;
- iv) If not, and expenditure could not be met from the allocated budget for the year, there was no choice other than to meet the expenditure from reserves subject to Council approval.
- v) Money allocated but not spent, and not likely to be spent in the next financial year should be returned to the general reserve rather than an allocated reserve.

Further consideration of allocated reserves was needed (e.g. whether to set up a budget for legal fees).

It was necessary to set up processes to determine the Council’s precept for 2010/2011 prior to summer 2009.

The meeting closed at 21.05hrs.