

# Girton Parish Council

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## Finance Committee held on 8th December 2009 at 6pm in the Cotton Hall.

Action

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

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

### Items

**09/01 To receive apologies for absence**

Cllr Martin.

**09/10 Members' declarations of interest for items on the agenda**

None.

**09/11 Open Session for the public**

Cllr James Ford –Smith was invited to participate in discussion but reminded that as a non member of the Committee he was not entitled to vote. No members of the public were present.

**09/12 That the Minutes of the Finance Committee meeting held on 5<sup>th</sup> March 2009 be received.**

Received by the Committee and signed by the Chairman as an accurate record.

**09/13 Matters arising:**

**09/07 Staff Contracts**

It was noted that staff contracts were agreed and signed by the Clerk, Assistant to the Clerk, Finance Officer, and Security Officer. The Council's Groundsman had deferred signing his contract until 1<sup>st</sup> April 2010.

09/08 Action had not yet been taken to introduce a staff pension scheme.

**09/14 To receive a statement of expenditure against budget for 2009/10, and projected expenditure until the end of the financial year; and the Council's balance sheet at 30<sup>th</sup> November 2009.**

The statement of expenditure and income, and projected expenditure were received. It was noted that income was broadly in line with budget, and that planned income for the financial year of £109k was achievable.

Building maintenance costs for the year (S& R Committee) were higher than anticipated. It may be necessary to reallocate some costs to maintenance reserves at the end of the financial year.

Expenditure by the Environment Committee was £9,712 against a budget of £19,230 but there would be significant costs on the new bus shelter and removing the old one in the New Year. It appeared unlikely that there would be significant costs on the redesign of the village centre as the architect's costings exceeded available monies.

Parish running costs showed expenditure of £20,939 to date with £6,290 remaining for the final quarter.

The Council's balance sheet was received.

**09/15 To provide advice to the Budget Committee on the draft budget, and precept for 2010/11.**

It was noted that expenditure bids for 2010/11 significantly exceeded projected expenditure for 2009/10. Expenditure in 2011/12 needed to take account of current economic circumstances, and parishioners' ability to pay. The bids [at Appendix A] were then scrutinized in detail.

The S106 income monies for Wellbrook Way were not shown pending agreement between SCDC and Wimpey; and that expenditure monies on open space maintenance should not appear as these costs should be met on a reducing basis over 10 years.

Pavilion income was projected to increase by 10%. Was this achievable? It was explained that charges would be rescheduled, and increase by 4.5% in 2010/11.

It was agreed that Pavilion building maintenance costs would be met from the building reserve fund. Xmas light costs of £800 would be met from the Pavilion fabric fund.

Setting aside £10,000 for the redesign of the village centre was considered unrealistic in the current economic circumstances. The smaller sum of £5000 would provide the option of smaller scale works to the car park hedge, Smithy Green, and the Alice Hibbert Ware Garden.

Whilst professional fees may be necessary to fund costs arising from the A14, and NIAB developments as increased noise and pollution would affect everyone in the village the proposed budget should be reduced by £2000 to £6000.

It was noted that the Council was obliged by its agreement with Sport England to maintain approximately the same level of support for sport. Nevertheless demands on the budget for 2010/11 meant that transfers to allocated budgets for new facilities would require reductions. The transfer to the games surfaces reserve would drop to £5000; the Pavilion reserve to £1,000; and play equipment reserve to £2,000.

Money spent on equipment repair and service would need to reduce to the same level as 2009/10.

Activities in 2010/11 would need to be constrained in line with available income. They could not be increased, and may have to decrease. The current level of expenditure was unsustainable.

Agreement was reached to recommend a 5% increase in precept to the Budget Committee. Even with the cutbacks that had been identified it would still be necessary to balance the budget for 2010/11 by transfer from the general reserve.

The meeting closed at 20.10hrs.

Appendix A

<b>Girton Parish Council – Income and Expenditure Bids for 2010/11 Financial Year</b>					
<b>2009 10</b>		<b>S &amp; R</b>	<b>Env</b>	<b>Office</b>	<b>Comments</b>
<b>Budget</b>		<b>2010-11 budget</b>			
	<b>INCOME</b>				
27,300	Income from Pavilion	29,000			
1,400	Weavers Field Endowment		1,400		
230	PPP3 income (footpaths)		230		
470	Town End Close grant		470		
2,000	Interest			1,000	
5,500	Transfer from Reserves				
72,910	Precept			92,722	
	County Council		800		
109,810	<b>TOTAL INCOME</b>	<b>29,000</b>	<b>2,900</b>	<b>93,722</b>	<b>Total income 2010/11 £125,622</b>
	<b>EXPENDITURE</b>	<b>S &amp; R</b>	<b>Env</b>	<b>Office</b>	

	<b>Sport &amp; Recreation</b>			
5,800	Grass cutting	5,800		Recreation Ground
3,500	Football Pitch Maintenance	3,830		
	Rec grnd maintenance - other	1,500		
750	Cricket Sq Maintenance	600		Materials
1,200	Cricket Sq Maintenance	1,299		Labour
900	MUGA Maintenance	1,278		6 monthly service + additional brushing
	MUGA /courts fence & lighting maintenance	625		
	Courts maintenance	280		Algae spraying
300	Equipment repair/service	450		
2,500	Play Equipment Maintenance	1,800		
250	Play Equipment inspections	580		
	Painting play equipment	200		
5,000	Building Maintenance			
1,000	Building-CCTV annual contract	120		
	-fire contract	150		
	-electrical contracts	250		
	-water safety	250		(5 yr Legionella in 2014)
	-misc/minor work	2,400		
	-car park maintenance	200		
500	Sports equipment	350		
1,400	Pavilion supplies	1,500		
5,500	Cleaning	5,500		
7,500	Utilities- electric	6,000		
450	-water	450		
6,500	Bookings administrator	8,300		includes tax +500last yrs budget
	Bookings administrator - employers NI			
4,700	Security/Maintenance Staff	3,900		
600	Litter Picking	740		Rec only
2,000	Contingency			

		<b>Total</b>	<b>48,352</b>	
	<b>Environment</b>			
	Benches		1,000	
	2 bay notice board Wellbrook Way inc fitting		500	
	Redevelopment of village centre		10,000	any unspent to go in to reserve
	Rec ground car park - drainage			
	Tree works		1,000	
	Footpaths		500	incl £230 from PP3 (county Council)
	Tree audit		0	
	Open Space maintenance & replanting		1,500	
<b>50,350</b>	Open Space maintenance- grass cutting		2,300	Grass cutting, &c (non-Rec)
	Grass verge maintenance		1,800	SCDC will give £800
	Town End Close		1,000	
1,000	Weavers Field			
	Wellbrook Way		5,000	
10,000	St Johns Field		6,000	Stock proof fence, hedge, drainage ditch
0	Litter picking		800	
0	Planters			Sponsored
230	Girton Wood		300	includes payment by Woodland Trust
1,500	Signs - St Johns Field, Permissive Footpath, dog trail		1,500	
5,500	Christmas lights		800	
	<b>Total</b>		<b>34,000</b>	
1,000				
	<b>Parish Office</b>			
	Dues and subs & Subscriptions		850	CPALC £639
	Audit fees		600	
	Professional fees		8,000	Joint Action Group A14
	Insurance		3,000	
	Pavilion Supplies		500	

	Stationery			220	
19,230	Training			1,000	incl CALC training for new clerk
	Rent: St Johns Field			600	
	Gifts and Donations			350	
	Wages- Parish Clerk & PFO now includes tax & NI			18,000	Clerks hours increased +1,000
	NI Contributions (employer)			1,000	transferred on QB-1,000 Clerks NI,
620					500 Book Admin N! 1,000 clerks wages
400	Telephone			1,000	
1,000	Computer Equipment & advice			100	incl new laptop and 2nd Quickbooks registration
4,200	Postage			200	
500	Street lighting			1,500	
220	Village Day				
1,000	Girton Corner amelioration				£1,000 carried forward from 08/09
420	Trade waste collection			1,000	
350	Meeting hall hire			250	
9,000	Contingency			2,000	included Trade Waste & Hall Hire in 08/09
2,500	cllr expenses			100	
	Election			3,000	
1,000	<b>Total</b>			<b>43,270</b>	
670	<b>Reserves</b>				
200	Pavilion Fabric	10,000			
1,500	Play Equipment	2,500			
500	Games surfaces	?			
1,000	<b>TOTAL EXPENDITURE</b>	<b>60,852</b>	<b>34,000</b>	<b>43,270</b>	
	<b>SURPLUS (- indicates DEFICIT) FOR YR.</b>	<b>-31,852</b>	<b>31,100</b>	<b>50,452</b>	<b>Overall surplus -12,500</b>
	<b>BUDGETED TOTAL EXPENDITURE</b>				<b>138,122</b>