

Girton Parish Council

Clerk: Mrs Yvonne Murray
Telephone (01223) 618619
Email: Clerk@girton-pc.gov.uk
Website: <https://www.girton-cambs.org.uk>

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

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING FINANCE & RESOURCE MANAGEMENT COMMITTEE
DATE & TIME: 10th March 2022 at 6.30pm
VENUE: St Vincent's Close Community Room, Girton

Members: 9 Quorum: 3

Mrs Yvonne Murray – Clerk to Girton Parish Council
4th March 2022

AGENDA

Agenda Item	Item Description	Action/Power
	Present: Cllr Muston (Committee Chair), Cllr Williams, Cllr Cockley, Cllr Dashwood, Cllr de Lacey GPC Clerk: Yvonne Murray	
22/1	Welcome from the Chair Cllr Muston read a pre-written introduction to Finance Committee which included a draft Mission Statement for Committee to consider.	
22/2	To Receive Apologies and Reasons for Absence Cllr Carney, Cllr Griffin, Cllr Rodger	
22/3	To Receive Members' Declarations of Interest and Dispensations No declarations of Interest raised.	
22/4	Public Participation No members of public were in attendance.	
22/5	To Approve Minutes of Girton Parish Council – Finance Committee: Deferred. Notes from 2020 previous Finance Committee taken by Cllr Williams to be circulated to Finance Committee members for review and addition of any content they remember.	Deferred
22/6	Matters arising from Previous Meetings (<i>for information only</i>) Deferred in line with Item 22/5.	Discussion
22/7	Business items requiring a decision, or consideration by the Council	
22/7.1	<u>MOTION:</u> To Elect Vice-Chair and members of the Finance Committee Cllr Muston had spoken to Cllr Carney who had agreed he would be happy to be put forward as Vice-Chair of the Finance Committee in his absence. <u>APPROVAL:</u> <i>Cllr Muston proposed Cllr Carney as Vice-Chair. Seconded by Cllr Dashwood. Approved unanimously.</i> Cllr Muston confirmed that in her discussion with Cllr Carney they spoke about the number of members for the Finance Committee being between five and seven, (note: this would make the quorum 3). <u>APPROVAL:</u> <i>Cllr Muston proposed that the Finance Committee would have a total number of members of between five and seven, with the quorum then being three. Seconded by Cllr Cockley. Approved unanimously.</i>	Approved

Agenda Item	Item Description	Action/ Power
	<p>All Councillors present agreed to join the Finance Committee. Cllr Carney is an additional member with his earlier approval as vice-chair in his absence making a total of six approved members.</p> <p><i>Note: Previously when GPC Finance Committee was run separately to Full Council it held nine members.</i></p>	
22/7.2	<p><u>MOTION:</u> To Approve format of financial reports to be submitted by the RFO at each Full Council to allow payments to be approved and clarity of the Financial Status of Girton Parish Council.</p> <p>Cllr Williams asked if it was possible to have additional reports. Example as below:</p> <ul style="list-style-type: none"> - Report showing trends of spend by Council <p>A discussion then took place by the Committee on the type of additional reports and information would be useful for Full Council:</p> <ul style="list-style-type: none"> - Cllr Muston: high level graphs - Cllr Cockley: information to confirm that works had been approved by e.g., GPC Clerk/RFO or Groundsman. - Cllr Williams: could the RFO request suppliers to provide confirmation they had completed the work - Cllr Dashwood: could a report be provided to confirm invoices had been paid and when. Payment had a been a blind spot for Council under the previous process. <p>Cllr Muston confirmed that payment of Salary and Direct Debits would be shown separately. Cllr Muston also pointed out the requirement for these reports was confirmed in the Financial Regulations.</p> <p>The Finance Committee also commented on the ‘Receivable Invoice Detail’ provided by GPC Clerk and confirmed they would like to see it sorted by Activity/Cost Center.</p> <p>GPC Clerk confirmed that all the above were possible and with time we could aim to make invoices available on a regular basis to be shared with Council on GPC SharePoint Site. Action for GPC Clerk is to update the existing reports to be approved by Full Council from the meeting on 15th March.</p> <p><i>Note: Responsibility for approving Council payments will revert to Full Council post the delegated approval granted in Full Council Meeting of 18th January 2022 (Agenda item 22/7.1).</i></p> <p><u>APPROVAL:</u> Cllr Muston proposed that the sample ‘Payable Invoice Detail’ report provided by GPC Clerk should be used for approving payments in Full Council from 15 March 2022. Seconded by Cllr Cockley. Approved unanimously.</p>	Approved
22/7.3	<p><u>MOTION:</u> To review Financial Regulations and Approve sign-off of the Financial Regulations to be made in March Full Council meeting.</p> <p>GPC Clerk confirmed that she had been discussing updated policy with Cllr de Lacey including Financial Regulations. GPC Clerk asked if Cllr de Lacey could give a summary of that conversation. Cllr de Lacey confirmed there were two issues as far as he was concerned.</p> <ul style="list-style-type: none"> - Model Financial Regulations needed to be tailored to GPC 	Approved

Agenda Item	Item Description	Action/ Power
	<p>- If Councillors are given time to read and give their comments on the model Financial Statement, then Council ownership and understanding of GPC Policy will be much clearer.</p> <p>Cllr de Lacey also confirmed the process of changing policies is that they are presented then proposed/seconded and immediately deferred to the next Full Council to give time for them to be read.</p> <p>AMENDED MOTION: <i>Finance Committee Chair to present Model Financial Regulations to March Full Council, with the request for a further discussion in April. GPC Clerk would then be requested to tailor the Financial Regulations to Girton Parish Council requirements based on Council comments. These tailored Financial Regulations would then be ready to present to New Council in May and aim for approval in June.</i></p> <p>APPROVAL: <i>Cllr Muston proposed Committee accept the amended motion above. Seconded by Cllr de Lacey. Approved unanimously.</i></p> <p>APPROVAL: <i>Cllr Muston proposed agreement of the motion. Seconded by Cllr de Lacey. Approved unanimously.</i></p> <p>GPC Clerk commended Cllr Muston for adding this item for the agenda to further progress the process of revising Girton Parish Council policy documents.</p>	
22/7.4	<p>To discuss options for VAT Registration and agree the motion to take forward for approval for March Full Council.</p> <p>GPC Clerk confirmed the findings on VAT Registration after receipt of information from five organisations. Three quotations had been obtained. GPC Clerk confirmed that there had been a possibility voiced at the CAPALC drop-in session that VAT Registration may not be required.</p> <p>Cllr Williams asked whether the process of registering for VAT or whether it was the claiming of back-payments once registered that needed advice. He had discussed the requirement to register for VAT with Cottenham Parish Council Chairman and as a result felt GPC needed to register for VAT.</p> <p>GPC Clerk stated that in her role as RFO that whilst she would be happy to register GPC for VAT if that decision was made by Full Council. However, she could not steer Council through the process of claiming back payments as VAT was not her specialist field.</p> <p>Cllr de Lacey asked if all the quotes from GPC Clerk were for VAT advice on claiming back-payments. GPC Clerk confirmed this was the case. They were like for like quotes</p> <p>Cllr Cockley stated that Finance decision was to investigate further the options for VAT Registration before bringing to Full Council as there were still grey areas.</p> <p>GPC Clerk thanked the Finance Committee as she felt that further investigation was required.</p>	Discussion
22/8	<p>To Receive Correspondence addressed to the Committee</p> <p>No correspondence received</p>	

Agenda Item	Item Description	Action/ Power
22/9	To Approve Communication of items from this Agenda Finance Committee confirmed there was nothing to communicate to residents from this meeting.	For Decision
22/10	To Request items for next Agenda Cllr Muston: Financial Regulations progress Cllr Muston: VAT Registration Cllr Williams: Recast Profit & Loss, and Balance Sheet. He added the process needed to be confirmed and understood.	
22/11	Date of next meeting(s): Decision deferred to GPC AGM	
End of Meeting: 19:38		