

# Girton Parish Council

Clerk: Mrs. Yvonne Murray  
Telephone (01223) 618619  
Email: Clerk@girton-pc.gov.uk  
Website:

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

**NOTICE of MEETING: GIRTON PARISH COUNCIL**  
**MEETING FINANCE & RESOURCE MANAGEMENT COMMITTEE**  
**DATE & TIME: 22<sup>nd</sup> June 2022 at 7pm**  
**VENUE: The Pavilion, Girton Recreation Ground**

**Members: 7 Quorum: 3**

## MINUTES

Agenda Item	Item Description	Action/Power
	<p><b>Present:</b> Cllr Muston (Chair), Cllr Hayat (Vice Chair), Cllr Blom, Cllr Marshall, Cllr de Lacey (Ex Officio), Cllr Carney (Ex Officio)</p> <p><b>In attendance:</b> Yvonne Murray (Clerk)</p> <p><b>Members of Public:</b> None</p>	
22/12	<p><b>Welcome from the Chair</b></p> <p>Cllr Muston thanked everyone for coming. She stated that she was grateful for the confidence, the committee had put in her voting her as Chair. She confirmed there had been a number of changes and had a great deal to learn. She Thanked Clerk/RFO for support.</p> <p>She stated that she wished the committee to own the meeting and that she would ask Councillors to suggest motions.</p>	
22/13	<p><b>To Receive Apologies and Reasons for Absence</b></p> <p>Cllr Williams</p>	
22/14	<p><b>To Receive Members' Declarations of Interest and Dispensations</b></p> <p>No declarations of Interest stated.</p>	
22/15	<p><b>Public Participation</b></p> <p>No members of the public present.</p>	
22/16	<p><b>To Approve Minutes of Girton Parish Council</b></p> <ol style="list-style-type: none"><li>Notes from 2020 previous Finance Committee to be confirmed as available. Not approved minutes</li><li>Approval of 10<sup>th</sup> March Minutes<ol style="list-style-type: none"><li>Clerk sent out minutes 7<sup>th</sup> January 2020 on 10<sup>th</sup> March 2022 for review. Only limited number of Councillors in attendance were at the meeting. Cllr Muston suggested that we defer this item until Cllr Williams is in attendance. Also, to give Committee a chance to look at these minutes.</li><li>Cllr Carney proposed that 10<sup>th</sup> March minutes be taken to Full Council to speed up process and to include more people. Cllr Blom seconded the motion. Unanimous approval.</li></ol></li></ol>	<b>Deferred</b>

Agenda Item	Item Description	Action/ Power
	Cllr de Lacey proposed that the Finance Committee would acknowledge the 2020 notes exist but confirm they are not a proper record of the meeting. Seconded by Cllr Hayat. Unanimous approval.	
22/17	<b>Matters arising from Previous Meetings</b> (for information only) <i>22/7.3 to Review Financial Regulations – deal under 22/18.6</i>	Discussion
22/18	<b>Business items requiring a decision, or consideration by the Council</b>	For Decision
22/18.1	<p><b>To approve members of Finance Committee becoming signatories of GPC Bank and Building Society Accounts</b></p> <ol style="list-style-type: none"> <li>1. Co-operative Account (main GPC account used for Business)</li> <li>2. Co-operative Account (Reserve Account)</li> <li>3. Melton Mowbray Building Society</li> <li>4. Cambridge Building Society Account</li> <li>5. Cambridge Building Society Account – Reserve Account</li> </ol> <p><i>Note: 4 Signatories are required for each account</i></p> <p><i>Clerk gave background on existing signatories and proposed signatories.</i></p> <p><b><u>AMENDED MOTION proposed by Cllr Muston:</u></b> To approve Chair, Vice Chair of Council and Chair of Finance Committee and Cllr Griffin would be the four signatories. Cllr de Lacey seconded. Unanimous approval.</p>	Approved
22/18.2	<p><b>To approve 1 member of Finance Committee other than an approved signatory reconciling Accounts at the end of each month.</b></p> <p><b><u>APPROVAL:</u></b> Cllr Carney proposes Cllr Hayat. Cllr de Lacey seconded. Unanimous approval.</p>	Approved
22/18.3	<p><b>To receive and confirm update on Internal Audit findings made by Ben Stoehr and GPC Clerk on 17/06/2022</b></p> <p>GPC Clerk gave a comprehensive update on the Internal Audit findings going through the Internal Audit forms on screen.</p> <p>Points to note:</p> <ul style="list-style-type: none"> <li>- There had not been a budget in either current year or previous year. For some reason the Internal Auditor had marked the budget as complete in 2021.</li> <li>- GPC’s registration for NALC Foundation award should bring further oversight and consideration of our Finance.</li> <li>- Goals for this year: Increased Transparency, draft minutes to be made available quickly after meeting.</li> <li>- Cllr Muston wished to consider audio recording which she felt would: increase oversight, make the job of GPC Clerk easier, Councillors can catch-up on meetings they do not attend. Recording may help Cllrs think before they speak, and a courteous manner is much more achievable. The ability to monitor could lead to continuous improvement.</li> </ul> <p><b><u>Amended Motion:</u></b> Cllr de Lacey proposed we produce a Council statement to confirm internal audit findings to be drafted by Clerk. Cllr Carney seconded the motion. Unanimous approval.</p>	Approved

Agenda Item	Item Description	Action/ Power
2A2/18.4	<p><b>To approve AGAR and underlying information for submission by Finance Committee to Extraordinary Full Council meeting on 29<sup>th</sup> June</b></p> <p><b>GPC Clerk gave a comprehensive update on the AGAR figures going through detailed data on screen and the AGAR Forms.</b></p> <p>The Finance Committee have a chance to review the AGAR and all supporting information so that they can recommend approval to Full Council at the above Extraordinary Full Council meeting.</p> <p>Cllr Muston confirmed the Finance committee had a lot of work to do and highlighted the need for an Asset Register</p> <p><b><i>Addition to the motion:</i></b> Cllr Muston proposed an addition to the official motion to Thank Yvonne and Angie for extraordinary hard work and detail to this point. Cllr Marshall seconded. Unanimous approval.</p> <p><b><i>APPROVAL:</i></b> Cllr Muston proposed recommendation to full Council, Cllr de Lacey seconded. Unanimous approval</p> <p>Cllr Blom highlighted the need for improved policy and procedure.</p>	Approved
<b>Cllr Carney left the meeting at this point.</b>		
22/18.5	<p><b>To approve Read-only Access to Xero for all Finance Committee members</b></p> <p><b><i>Amended Motion:</i></b> To approve Read-only Access to Xero for all Finance Committee members, who will review access availability for Full Council at the next Finance Committee meeting.</p> <p><b><i>APPROVAL:</i></b> Cllr Muston proposed. Cllr Marshall seconded. Unanimous approval.</p>	For Decision
22/18.6	<p><b>To review Financial Regulations and agree a date to request approval at a future Full Council meeting (See 22/18.9)</b></p> <p><b><i>Amended Motion:</i></b> To form a working party to include to review Financial Regulations and bring to Workshop on 20 July for review at a future Full Council meeting (See 22/18.9)</p> <p><b>Purpose of Working Party</b></p> <ol style="list-style-type: none"> <li>1. Compare what we have to the model Financial Regulations</li> <li>2. Identify historic specific items</li> <li>3. Identify new specific items</li> </ol> <p><b>Draft of Financial Regulations to be brought to Financial Workshop by RFO supported by Cllr Marshall and Cllr Hayat.</b></p> <p><b><i>APPROVAL:</i></b> Cllr Muston proposed motion, Cllr de Lacey seconded. Unanimous approval.</p>	For Decision
22/18.7	<p><b>To present VAT Claim for 31 March 2021</b></p> <p>Clerk showed the Claim form to Committee to ensure they had oversight of the Claim presented. Especially important as we have a new Finance Committee.</p>	For Discussion

Agenda Item	Item Description	Action/ Power
22/18.8	<p>To approve VAT 126 submission for period ending 31 March 2022</p> <p><b><u>AMENDED MOTION:</u></b> <i>Cllr de Lacey proposed to defer the motion.</i></p> <p>The request was to ask Cllr Williams to prepare a paper for 13 July to address the urgency in his comments.</p> <p><b><u>APPROVAL:</u></b> <i>Cllr Marshall proposed the motion. Cllr Hayat seconded. Unanimous approval.</i></p>	For Decision
22/18.9	<p>To approve MS365 payment by Direct Debit on a monthly basis</p> <p>This is to add to the Direct Debit payments approved at GCP AGM 2022</p> <p><b><u>APPROVAL:</u></b> <i>Cllr Muston proposed the motion. Cllr Hayat seconded. Unanimous approval.</i></p>	For Decision
22/18.10	<p>To agree workshop on 20<sup>th</sup> July to develop the following items Finance Committee</p> <ol style="list-style-type: none"> <li>1. Mission, Vision, and Values</li> <li>2. Terms of Reference</li> <li>3. Outlining Budget</li> <li>4. Changes required to the Financial Regulations</li> <li>5. Changes required to Chart of Accounts</li> <li>6. VAT Registration</li> </ol> <p><b><u>APPROVAL:</u></b> <i>Cllr Muston proposed the motion. Cllr de Lacey seconded Unanimous approval.</i></p>	For Decision
22/19	To Approve Communication of items from this Agenda	For Decision
22/20	<p>To Request items for next Agenda</p> <p>Cllr Muston to experiment with Audio Recording</p>	
22/21	Date of next meeting(s): Confirmed as 3 months from this meeting. Workshop to be held on 20 <sup>th</sup> July.	
<b>Meeting ended 20:35</b>		