

NOTICE of MEETING: **GIRTON PARISH COUNCIL**
MEETING **Finance & Resource Management Committee**
DATE & TIME: **Tuesday 13th June at 6pm**
VENUE: **Girton Recreation Ground, Cambridge Road Girton**

All Members of the Finance & Resource Management Committee are hereby summoned to attend for the purposes of resolving Council. Business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions and/or issues, would be appreciated.

Members: 5 + 2 Ex Officio **Vacancies:** 3 **Quorum:** 3

Members: Cllr Muston (Chair), Cllr Hayat (Vice Chair) Cllr, Blom, Cllr Marshall, Cllr Williams, Cllr Carney (Ex-Officio)

Mrs. Yvonne Murray – Clerk to Girton Parish Council
 2nd June 2023

AGENDA

Agenda Item	Item Description	Action/ Power
23FRM/012	To Elect Chair of Finance & Resource Management Committee	For Decision
23FRM/013	Welcome from the Chair	
23FRM/014	To Elect Vice Chair of Finance & Resource Management Committee	For Decision
23FRM/015	To Receive Apologies and Reasons for Absence	For Decision
23FRM/016	To Receive Members' Declarations of Interest and Dispensations	
23FRM/017	Public Participation <i>To allow a total of 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda. Individual presentations to be limited to 5 minutes on any single issue</i>	15 Mins
23FRM/018	To Approve Minutes of Finance Committee: 13 th April 2023	For Decision
23FRM/019	Matters arising from Previous Meetings (<i>for information only</i>)	For Information
23FRM/020	Action List	
23FRM/020.1	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
23FRM/021	Business items requiring a decision, or consideration by the Committee	For Decision
23FRM/021.1	Company to approve recommendation of Operational Budget to Full Council to include: <ul style="list-style-type: none"> • Operational Budget • Capital Spend • Potential Income Streams 	For Decision
23FRM/021.2	Review and recommend next steps for Bank & Savings Accounts to Full Council	For Decision
23FRM/021.3	Review and recommend Asset Register to Full Council	For Decision

Agenda Item	Item Description	Action/ Power
23FRM/021.4	Review and recommend Project List to Full Council	For Decision
23FRM/021.5	Review and recommend Financial Calendar to Full Council	For Decision
23FRM/021.6	Review and recommend Internal Audit to Full Council	For Decision
23FRM/021.7	Review and recommend draft AGAR to Full Council	For Decision
23FRM/021.8	Review Financial & Resource Management Report for submission to Full Council	For Discussion
23FRM/022	To Receive Correspondence addressed to the Committee.	
23FRM/023	<p>To Approve Communication of items from this Agenda</p> <p><i>This item is designed to ensure that Committee can approve key items of communication from this meeting on Committee Website, Facebook, and Twitter.</i></p>	For Decision
23FRM/024	Date of next meeting(s): To be confirmed	

Guidance For Visitors to Girton Parish Council

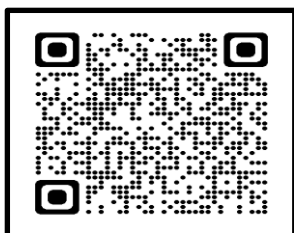
The Pavilion, Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.

Tel: 01223 618619

NOTICES FOR MEMBERS OF THE PUBLIC

Parish Council Agenda

A full copy of this agenda with appendices and reports may be found on the Parish website at <https://www.girton-cambs.org.uk/girton-parish-council/> or requested from the Clerk. Our Village Noticeboards will include a copy of the agenda only including this guidance page. Webpage QR Code below.



Public Participation

Members of the public are welcome to attend this meeting and any other Girton Parish Council public meeting. If you wish to raise a question or topic at the meeting it will help us if you contact the clerk, who will be pleased to explain the procedure. Clerk email: clerk@girton-pc.gov.uk. Members of the public may address the Council within an allotted time of **15 minutes** during Public Participation on the agenda.

Exclusion of Press and Public

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)4 of the Local Government Act 1972, exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act, as amended.

Items to be confirmed here/

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Toilets

Public toilets are available on the ground floor of the Pavilion in the corridor through the double doors in the Community Hall. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

Girton Parish Council are open and transparent about how we make decisions. The Council may record public meetings. Recording, filming and photography at Council, Committee and other meetings is allowed where members of the public can attend, so long as proceedings at the meeting are not disrupted. Members of the public may not speak during Council proceedings. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent/ vibrate mode.

Smoking

No one can smoke at any time within the Pavilion or at any Council meeting.

NOTICE of MEETING: **GIRTON PARISH COUNCIL**
MEETING **Finance Committee**
DATE & TIME: **Thursday 13th April at 7pm**
VENUE: **Girton Recreation Ground, Cambridge Road Girton**

MINUTES

Agenda Item	Item Description	Action/ Power
<p>Members: Cllr Muston (Chair), Cllr Hayat (Vice Chair) Cllr Marshall, Cllr Carney (Ex-Officio) Present: Yvonne Murray (Girton Parish Clerk), Angie Vidler (Assistant Clerk) Members of Public: None</p>		
23FRM/001	<p>Welcome from the Chair Cllr Muston welcomed everyone to the meeting and thanked the Clerk/RFO for the work on improving Girton Parish Council Accounts. Cllr Muston had been the chair of the Finance Committee for about 16 months, and she felt the improvement had been significant.</p>	
23FRM/002	<p>To Receive Apologies and Reasons for Absence Cllr, Blom, Cllr Williams Holiday and Illness.</p>	Approved
23FRM/003	<p>To Receive Members’ Declarations of Interest and Dispensations - None.</p>	
23FRM/004	<p>Public Participation - No members of the public in attendance.</p>	
23FRM/005	<p>To Approve Minutes of Finance Committee: 19th January 2023</p>	For Decision
23FRM/006	<p>Matters arising from Previous Meetings (for information only)</p>	For Information
23FRM/007	<p>Action List - Nothing to note.</p>	
23FRM/007.1	<p>Any other Matters arising – A chance to raise any comments/concerns on previous agenda items - Nothing to note.</p>	
23FRM/008	<p>Business items requiring a decision, or consideration by the Committee</p>	For Decision
23FRM/008.1	<p>Committee to review and approve recommendation of 2023/2024 Operational Budget to Full Council</p> <p>Approval: <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <ul style="list-style-type: none"> • End of Tax year confirmed as 31/03/2023. • RFO confirmed that the aim is to close the accounts for 2022/2023 Financial year on 24th April 2023. • Aim of the Finance Committee confirmed as once the Operational Budget was confirmed and approved by each cost-code, it would then be the responsibility of the Staff team to carry out operations in line with the budget. All payments made would be brought to Full Council to note and for signatories to pay as required. 	Approved

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> • Any operational item that goes above the actual + 5% as per precept calculation to be brought to Full Council for approval. • Finance Committee to consider provision of an Operational Reserve contingency on reviewing a Reserves policy. 	
23FRM/008.2	<p>Committee to approve recommendation of Financial Calendar for 2023/2024</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.</i></p> <p>Debate Highlights: Finalisation of Financial Calendar delegated to Clerk/RFO. Review and comments to be provided by Finance Committee Members. Aim for Finance Calendar to be approved at next Full Council.</p>	Approved
23FRM/008.3	<p>Committee to approve recommendation of Terms of Reference to Full Council</p> <p><u>Approval:</u> <i>Cllr Marshall proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <p>Debate Highlights: Finalisation of Terms of Reference delegated to Clerk/RFO. Review and comments to be provided by Finance Committee Members. Aim for Terms of Reference to be approved at next Full Council.</p>	Approved
23FRM/008.4	<p>Committee to approve recommendation of Staff Pay to Full Council</p> <p><u>Approval:</u> <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p>Debate Highlights: Committee reviewed proposed pay-rise and change in conditions following consideration by HR and approval of pay-rise in Full Council meeting.</p> <p>See Full Council Minutes:</p> <ul style="list-style-type: none"> • 13th July 2022 - Agenda Item 22/111.9 • 17th May 2022 - Agenda Item 22/77.9 <p>GPC Clerk noted that in subsequent years staff review and pay-rise should be carried out as standard process. Work is required on updating Staff Contracts.</p>	Approved
23FRM/008.5	<p>Committee to approve recommendation of Financial Regulations policy to Full Council.</p> <p><u>Approval:</u> <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p>Debate Highlights: Finalisation of Terms of Reference delegated to Clerk/RFO. Review and comments to be provided by Finance Committee Members. Aim for Terms of Reference to be approved at next Full Council.</p>	Approved
23FRM/008.6	<p>Committee to approve recommendation of Village Planter process to Full Council</p> <p><u>Approval:</u> <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p>Debate Highlights:</p>	Approved

Agenda Item	Item Description	Action/ Power
	<p>Committee reviewed the calculation of the Village Planter spend for 2022/2023 presented by RFO.</p> <p>There had been significant replacement of tubs during the year leading to a loss of £842.00.</p> <p>Committee agreed to recommend of a minimum rate of £55.00 for the planters for the 2023/2024 Financial year.</p> <p>Committee noted that there had been significant additional tubs and replacement which had increased the cost in this financial year.</p> <p>Committee agreed to recommend writing off the £842.00 for 2022/2023 Financial year.</p>	
23FRM/008.7	<p>Committee to consider VAT Registration recommendation by Street's Accountants</p> <p>Debate Highlights: To be discussed in next Full Council meeting.</p>	Deferred
23FRM/008.8	<p>Council to discuss Reserves Policy</p> <p>Debate Highlights: To be discussed in next Full Council meeting.</p>	Deferred
23FRM/008.9	<p>Council to approve recommendation of payment by Card in Xero to Full Council</p> <p>Approval: <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p>Debate Highlights:</p> <p>Committee agreed to recommend that in principle Card payments would be received by GPC.</p> <p>Committee noted the possible charges and agreed to look into the possibility of an admin charge if cards were to be used.</p> <p>Policy for use of card payments to be investigated.</p>	Approved
23FRM/009	<p>To Receive Correspondence addressed to the Committee - None</p>	
23FRM/010	<p>To Approve Communication of items from this Agenda</p> <p>Approval: <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p>Debate Highlights:</p> <p>Communication delegated to GPC Clerk.</p> <p><i>This item is designed to ensure that Committee can approve key items of communication from this meeting on Committee Website, Facebook, and Twitter.</i></p>	Approved
23FRM/011	<p>Date of next meeting(s): To be confirmed</p>	
<p>Meeting Ended: 8.05pm</p>		