

Clerk: Mrs. Yvonne Murray
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The Pavilion
 Girton Recreation Ground
 Cambridge Road, Girton
 Cambridge, CB3 0FH

NOTICE of MEETING: **GIRTON PARISH COUNCIL**
MEETING **Finance & Resource Management Committee**
DATE & TIME: **Wednesday 5th July at 8pm**
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:** 4 **Quorum:** 3

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

Mrs. Yvonne Murray – Clerk to Girton Parish Council
 27th 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	Committee to consider and approve different categories of spend: <ul style="list-style-type: none"> • Mandatory • Asset Management • New Projects 	For Decision
23FRM/021.2	Company to consider and define Reserve Policy	For Decision
23FRM/021.3	Company to consider Budget Setting process for 2024/2025	For Decision

Agenda Item	Item Description	Action/ Power
23FRM/021.4	Committee to consider methodology for Charging and Terms of Conditions for users of Parish Council Assets.	For Decision
23FRM/021.5	Committee to consider £500.00 fee to Streets for reclaiming VAT on MUGA maintenance in 2019 under new guidelines. Deadline for claim September 2023.	For Decision
23FRM/021.6	Committee to consider the quote from Streets Accountants on VAT Registration <i>Note VAT notice 749:</i> www.gov.uk/guidance/local-authorities-and-similar-bodies-notice-749#section2	For Decision
23FRM/021.7	Review £500 Annual donation and £500 request for fix to Irrigation System from Girton Bowls Club	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	To Approve Communication of items from this Agenda <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>	For Decision
23FRM/024	Date of next meeting(s): September 6 th at 7pm	

Guidance For Visitors to Girton Parish Council

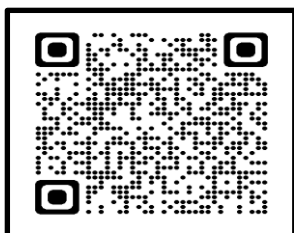
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NOTICES FOR MEMBERS OF THE PUBLIC

Parish Council Agenda

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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

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Toilets

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Recording of Business and Use of Mobile Phones

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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
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		
23FRM/001	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.	
23FRM/002	To Receive Apologies and Reasons for Absence Cllr, Blom, Cllr Williams Holiday and Illness.	Approved
23FRM/003	To Receive Members' Declarations of Interest and Dispensations - None.	
23FRM/004	Public Participation - No members of the public in attendance.	
23FRM/005	To Approve Minutes of Finance Committee: 19th January 2023	For Decision
23FRM/006	Matters arising from Previous Meetings (<i>for information only</i>)	For Information
23FRM/007	Action List - Nothing to note.	
23FRM/007.1	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items - Nothing to note.	
23FRM/008	Business items requiring a decision, or consideration by the Committee	For Decision
23FRM/008.1	Committee to review and approve recommendation of 2023/2024 Operational Budget to Full Council Approval: <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i> <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>		

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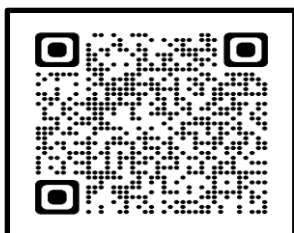
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