

**NOTICE of MEETING:** GIRTON PARISH COUNCIL  
**MEETING** Finance & Resource Management Committee  
**DATE & TIME:** Wednesday 6<sup>th</sup> September at 7pm  
**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  
 1<sup>st</sup> September 2023

**AGENDA**

Agenda Item	Item Description	Action/ Power
23FRM/025	Welcome from the Chair	
23FRM/026	To Receive Apologies and Reasons for Absence	For Decision
23FRM/027	To Receive Members' Declarations of Interest and Dispensations	
23FRM/028	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/029	To Approve Minutes of Finance Committee: 5 <sup>th</sup> July 2023	For Decision
23FRM/030	Matters arising from Previous Meetings ( <i>for information only</i> )	For Information
23FRM/031	Action List	
23FRM/031.1	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
23FRM/032	Business items requiring a decision, or consideration by the Committee	For Decision
23FRM/032.1	Committee to approve Mission and Vision statements for Finance & Resource Management Committee	For Decision
23FRM/032.2	Committee to approve Terms of Reference for Finance & Resource Management Committee	For Decision
23FRM/032.3	Council to consider 'Finance & Resource Management' policies to be submitted for approval at future Full Council	For Decision
23FRM/032.4	Council to approve Project List and Budget for 1-3 years for Finance & Resource Management Committee	For Decision
23FRM/032.5	Company to consider Budget Setting process	For Decision

Agenda Item	Item Description	Action/ Power
23FRM/032.6	Company to consider future use of Savings Accounts and recommendation of transfer of money	For Decision
23FRM/033	To Receive Correspondence addressed to the Committee.	To Note
23FRM/034	<p><b>To Approve Communication of items from this Agenda</b></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/035	Date of next meeting(s): December 6 <sup>th</sup> at 7pm	

## Guidance For Visitors to Girton Parish Council

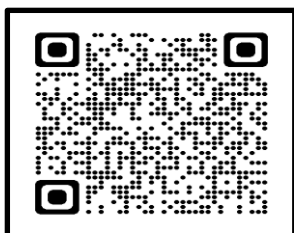
The Pavilion, Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.

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](mailto: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.

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:**               **Wednesday 5<sup>th</sup> July at 8pm**  
**VENUE:**                         **Girton Recreation Ground, Cambridge Road Girton**

**Members: 5 + 2 Ex Officio           Vacancies: 4           Quorum: 3**

**MINUTES**

Agenda Item	Item Description	Action/ Power
<b>Members: [3]</b> Cllr Muston (Chair), Cllr Hayat (Vice Chair), Cllr Carney (Ex-Officio) <b>Present:</b> Yvonne Murray (GPC Clerk) <b>Members of Public:</b> None		
23FRM/012	<b>To Elect Chair of Finance &amp; Resource Management Committee</b>  <u>Approval:</u> Cllr Carney proposed Cllr Muston as Chair. Cllr Hayat seconded. Unanimous Approval.	<b>Approved</b>
23FRM/013	<b>Welcome from the Chair</b> Cllr Muston thanked the Committee for having the confidence to elect her for another year as Chair of Finance.	
23FRM/014	<b>To Elect Vice Chair of Finance &amp; Resource Management Committee</b>  <u>Approval:</u> Cllr Muston proposed Cllr Hayat as Vice Chair. Cllr Carney seconded. Unanimous Approval.	<b>Approved</b>
23FRM/015	<b>To Receive Apologies and Reasons for Absence:</b> Cllr Marshall, Cllr Williams.  Note: Cllr Williams has sent blanket apologies for all meetings since he has been unwell.	<b>Approved</b>
23FRM/016	<b>To Receive Members' Declarations of Interest and Dispensations - None.</b>	
23FRM/017	<b>Public Participation - No members of the public present.</b>	
23FRM/018	<b>To Approve Minutes of Finance Committee: 13<sup>th</sup> April 2023</b>  <u>Approval:</u> Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.	<b>Approved</b>
23FRM/019	<b>Matters arising from Previous Meetings (for information only)</b>  GPC Clerk raised there had been questions around Staff pay rise (Agenda item 23FRM/008.4). Cllr Hayat noted the extensive scrutiny by the previous and current council around staff pay-rise. GPC Clerk noted backlog work required on many Council items which has now given a baseline for the future.	<b>Noted</b>
23FRM/020	<b>Action List</b>	

Agenda Item	Item Description	Action/ Power
23FRM/020.1	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items - None	
23FRM/021	Business items requiring a decision, or consideration by the Committee	For Decision
23FRM/021.1	<p><b>Committee to consider and approve different categories of spend:</b></p> <ul style="list-style-type: none"> <li>• <b>Mandatory</b></li> <li>• <b>Asset Management</b></li> <li>• <b>New Projects</b></li> </ul> <p><b><u>Approval:</u></b> <i>Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <p>Committee discussed rationale for the above three items. GPC Clerk to categorise and review for August Full Council Need for backlog maintenance to be actioned was agreed.</p> <p><b>[Action]: Categorise work that would/should be operational but has not been carried out for some years.</b></p> <p>Cllr Hayat pointed out that currently for Operational issues, GPC is using reserves and running at a loss. Committee noted need to make an informed decision to ensure that our expenses are sustainable.</p> <p><b>[Action]: To tag all cost codes by above three items of spend and to also tag items by Capital Spend and Operational for August Agenda.</b></p>	Approved
23FRM/021.2	<p><b>Committee to consider and define Reserve Policy</b></p> <p><b><u>Approval:</u></b> <i>Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <p><b><u>Amended Motion:</u> Committee to consider and define Reserve Policy principles.</b></p> <p><b><u>Principles:</u></b></p> <ol style="list-style-type: none"> <li>1. Cllr Hayat asked for confirmation of need to commit regular increases to some of GPC Reserves</li> <li>2. Reserve policy to confirm the reserves to which regular increases should be made.</li> <li>3. This policy is to be reviewed annually to ensure the agreed increase is sensible.</li> <li>4. General Reserves will be used if a loss is made at the end of the year.</li> <li>5. GPC to confirm the maximum value of unallocated Reserves to be held by Girton Parish Council considering guidelines from NALC policy.</li> <li>6. Girton Parish Council to review and confirm the required set of Allocated Reserves to be held.</li> <li>7. Description and rationale to be defined for each reserve.</li> <li>8. Confirm if General reserve to be used for Capital Spend only or whether GPC should identify when and if General Reserves should be used for Operational Spend?</li> <li>9. Aim is to get forecasting in place regarding use of reserves - Three-year plan.</li> </ol> <p><b><u>Actions/Aims:</u></b></p> <ol style="list-style-type: none"> <li>1. Movement of reserves to be included in Monthly Finance Report from August</li> </ol>	Approved

Agenda Item	Item Description	Action/ Power
	<p>2. Increase early and detailed messaging within the Council and with Girton residents around financial goals, budget.</p> <p>3. GPC to put in place project plans to give Council more transparency about steps to be taken and priority of each task.</p> <p>4. Reserves policy to link with Categories of Spend - Agenda Item: 23FRM/021.1</p> <p>5. All GPC policies to be based on NALC/SLCC model policy.</p> <p><b>[Action]:</b> Reserve policy to be drafted together with supporting process documents based on above agreed principles and brought back to Finance Committee or Full Council in August.</p>	
23FRM/021.3	<p><b>Committee to consider Budget Setting process for 2024/2025</b></p> <p><b><u>Approval:</u></b> <i>Cllr Hayat proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p>Committee noted that existing operational gave details but was it representative of all required tasks given that some maintenance had not been regularly carried out for a few years.</p> <p><b><u>2023/2024</u></b></p> <ol style="list-style-type: none"> <li>1. For 2023/2024 predict Income, and amount of money to be made available by reduction of Unallocated Reserves (Estimated Total Budget)</li> <li>2. Based on above Finance Committee to identify Guidelines</li> <li>3. Identify precepts across Villages - extract from SCDC website for input to GPC decision-making.</li> <li>4. Operational Committees to identify spend from project list and operational budget for 2023/2024 in August meetings.</li> <li>5. Operational Committees to submit spend for 2023/2024</li> <li>6. Finance Committee to be clear how operational spend funded? Precept + Income</li> <li>7. Committee noted Intent to begin the Pavilion Refurbishment project during 2023/2023 (Amount available in allocated £275k)</li> <li>8. £50K availability for Capital this year confirmed in January precept calculation.</li> <li>9. Note what is the impact on operational spend for any plans for this year?</li> </ol> <p><b><u>2024/2025</u></b></p> <ol style="list-style-type: none"> <li>1. Operational Committees to submit itemised budgets by end of October 2023</li> <li>2. Finance committee to review and recommend the budgets for Full Council by 29<sup>th</sup> December.</li> <li>3. Aim to approve 2024/2025 precept request in December 2023 meeting for reflection ahead of January deadline for submission of precept. (A month earlier than last year)</li> </ol> <p>Council Meeting dates to be reviewed or if necessary Extra Ordinary meetings to be introduced to ensure that December meeting has required information to review precept.</p> <p>Improve communication to Girton Community around Girton precept process setting and rationale for amount set.</p>	Approved

Agenda Item	Item Description	Action/ Power
	<p><b>[Actions]:</b> As above.</p>	
23FRM/021.4	<p><b>Committee to consider methodology for Charging and Terms of Conditions for users of Parish Council Assets.</b></p> <p><b>Approval:</b> <i>Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <ol style="list-style-type: none"> <li>1. 'Mandatory' need for GPC Assets to be kept at a minimum level</li> <li>2. Need to optimise GPC assets to benefit community e.g., Sports pitches.</li> <li>3. Need to confirm additional cost required so that GPC Assets meet the expectations of our Recreation User</li> <li>4. GPC to identify, categorise and agree additional subsidy for maintenance of assets above the basic level per Girton resident. <i>(Note: Subsidies may be different amounts per sport)</i></li> <li>5. Anything above that subsidy may need to be raised from monies outside GPC income/precept. Note potential of partnership/support with other organisations in the village</li> <li>6. Principle is looking at the level that GPC Assets should aim for: Good Enough, Better, Best and at what cost?</li> <li>7. Committee notes the need for understanding of the amount of contribution/subsidy given to each sport and to document the rationale for all decisions around this subsidy.</li> </ol> <p><b>[Action]:</b> User Terms and Conditions to be drafted together with supporting process documents based on above agreed principles and brought back to Finance Committee or Full Council in September.</p>	Approved
23FRM/021.5	<p><b>Committee to consider £500.00 fee to Streets for reclaiming VAT on MUGA maintenance in 2019 under new guidelines. Deadline for claim September 2023.</b></p> <p><b>Approval:</b> <i>Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <p><b>Debate Highlights:</b> Cllr Carney noted that he believed £500 is a reasonable sum to spend on risk mitigation around this change of legislation. History has shown that best practice has not always been achieved. GPC Clerk &amp; Cllr Carney noted that by checking VAT submission with Streets indicated that GPC was aiming for best practice.</p>	Approved
23FRM/021.6	<p><b>Committee to consider the quote from Streets Accountants on VAT Registration</b> <i>Note VAT notice 749:</i> <a href="http://www.gov.uk/guidance/local-authorities-and-similar-bodies-notice-749#section2">www.gov.uk/guidance/local-authorities-and-similar-bodies-notice-749#section2</a></p> <p><b>Debate Highlights:</b> Motion deferred to allow Council to review the information received from Streets on the morning of this meeting. Motion to be brought for approval in July 12<sup>th</sup> Full Council.</p>	Deferred
23FRM/021.7	<p><b>Review £500 Annual donation and £500 request for fix to Irrigation System from Girton Bowls Club</b></p> <p><b>Approval:</b> <i>Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <p><b>Debate Highlights:</b></p>	Approved

Agenda Item	Item Description	Action/ Power
	<p>Cllr Muston noted that historically GPC Council had been delayed with discussion around whether donation should be made.</p> <p>Cllr Carney queried the language: 'Annual donation'. GPC Clerk to check the source of the language used and motion to be brought to July Full Council will recommend payment and in addition consider whether the terminology should be 'Annual Donation' or 'Maintenance Contribution'.</p> <p>GPC Clerk to include information on total maintenance amount being paid for maintenance of GPC Asset by Girton Bowls Club.</p>	
<b>23FRM/021.8</b>	<p><b>Review Financial &amp; Resource Management Report for submission to Full Council</b></p> <p><b>Work in progress.</b></p> <p><b><u>Debate Highlights:</u></b></p> <p>Cllr Muston confirmed this was a work in progress.</p>	<b>Deferred</b>
<b>23FRM/022</b>	<p><b>To Receive Correspondence addressed to the Committee.</b></p> <p>GPC Clerk noted that questions raised around VAT de minimis limit and VAT Registration had been investigated and answers would be distributed as part of the July Agenda pack.</p>	
<b>23FRM/023</b>	<p><b>To Approve Communication of items from this Agenda</b></p> <p><b><u>Approval:</u> Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</b></p>	<b>Approved</b>
<b>23FRM/024</b>	<b>Date of next meeting(s): September 6<sup>th</sup> at 7pm</b>	
<b>Meeting ended: 22:01</b>		