

Clerk: Mrs. Yvonne Murray
 Telephone (01223) 618619
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 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 5th 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
Members: [3] Cllr Muston (Chair), Cllr Hayat (Vice Chair), Cllr Carney (Ex-Officio) Present: Yvonne Murray (GPC Clerk) Members of Public: None		
23FRM/012	To Elect Chair of Finance & Resource Management Committee <i>Approval: Cllr Carney proposed Cllr Muston as Chair. Cllr Hayat seconded. Unanimous Approval.</i>	Approved
23FRM/013	Welcome from the Chair Cllr Muston thanked the Committee for having the confidence to elect her for another year as Chair of Finance.	
23FRM/014	To Elect Vice Chair of Finance & Resource Management Committee <i>Approval: Cllr Muston proposed Cllr Hayat as Vice Chair. Cllr Carney seconded. Unanimous Approval.</i>	Approved
23FRM/015	To Receive Apologies and Reasons for Absence: Cllr Marshall, Cllr Williams. Note: Cllr Williams has sent blanket apologies for all meetings since he has been unwell.	Approved
23FRM/016	To Receive Members' Declarations of Interest and Dispensations - None.	
23FRM/017	Public Participation - No members of the public present.	
23FRM/018	To Approve Minutes of Finance Committee: 13 th April 2023 <i>Approval: Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i>	Approved
23FRM/019	Matters arising from Previous Meetings (for information only) 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.	Noted
23FRM/020	Action List	

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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>Committee to consider and approve different categories of spend:</p> <ul style="list-style-type: none"> • Mandatory • Asset Management • New Projects <p><u>Approval:</u> <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>[Action]: Categorise work that would/should be operational but has not been carried out for some years.</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>[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.</p>	Approved
23FRM/021.2	<p>Committee to consider and define Reserve Policy</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <p><u>Amended Motion:</u> Committee to consider and define Reserve Policy principles.</p> <p><u>Principles:</u></p> <ol style="list-style-type: none"> 1. Cllr Hayat asked for confirmation of need to commit regular increases to some of GPC Reserves 2. Reserve policy to confirm the reserves to which regular increases should be made. 3. This policy is to be reviewed annually to ensure the agreed increase is sensible. 4. General Reserves will be used if a loss is made at the end of the year. 5. GPC to confirm the maximum value of unallocated Reserves to be held by Girton Parish Council considering guidelines from NALC policy. 6. Girton Parish Council to review and confirm the required set of Allocated Reserves to be held. 7. Description and rationale to be defined for each reserve. 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? 9. Aim is to get forecasting in place regarding use of reserves - Three-year plan. <p><u>Actions/Aims:</u></p> <ol style="list-style-type: none"> 1. Movement of reserves to be included in Monthly Finance Report from August 	Approved

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	<ol style="list-style-type: none"> 2. Increase early and detailed messaging within the Council and with Girton residents around financial goals, budget. 3. GPC to put in place project plans to give Council more transparency about steps to be taken and priority of each task. 4. Reserves policy to link with Categories of Spend - Agenda Item: 23FRM/021.1 5. All GPC policies to be based on NALC/SLCC model policy. <p>[Action]: 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>Committee to consider Budget Setting process for 2024/2025</p> <p><u>Approval:</u> <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><u>2023/2024</u></p> <ol style="list-style-type: none"> 1. For 2023/2024 predict Income, and amount of money to be made available by reduction of Unallocated Reserves (Estimated Total Budget) 2. Based on above Finance Committee to identify Guidelines 3. Identify precepts across Villages - extract from SCDC website for input to GPC decision-making. 4. Operational Committees to identify spend from project list and operational budget for 2023/2024 in August meetings. 5. Operational Committees to submit spend for 2023/2024 6. Finance Committee to be clear how operational spend funded? Precept + Income 7. Committee noted Intent to begin the Pavilion Refurbishment project during 2023/2023 (Amount available in allocated £275k) 8. £50K availability for Capital this year confirmed in January precept calculation. 9. Note what is the impact on operational spend for any plans for this year? <p><u>2024/2025</u></p> <ol style="list-style-type: none"> 1. Operational Committees to submit itemised budgets by end of October 2023 2. Finance committee to review and recommend the budgets for Full Council by 29th December. 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) <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
	[Actions]: As above.	
23FRM/021.4	<p>Committee to consider methodology for Charging and Terms of Conditions for users of Parish Council Assets.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <ol style="list-style-type: none"> 1. 'Mandatory' need for GPC Assets to be kept at a minimum level 2. Need to optimise GPC assets to benefit community e.g., Sports pitches. 3. Need to confirm additional cost required so that GPC Assets meet the expectations of our Recreation User 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> 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 6. Principle is looking at the level that GPC Assets should aim for: Good Enough, Better, Best and at what cost? 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. <p>[Action]: 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>Committee to consider £500.00 fee to Streets for reclaiming VAT on MUGA maintenance in 2019 under new guidelines. Deadline for claim September 2023.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <p>Debate Highlights: 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 & Cllr Carney noted that by checking VAT submission with Streets indicated that GPC was aiming for best practice.</p>	Approved
23FRM/021.6	<p>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</p> <p>Debate Highlights: 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 12th Full Council.</p>	Deferred
23FRM/021.7	<p>Review £500 Annual donation and £500 request for fix to Irrigation System from Girton Bowls Club</p> <p>Approval: <i>Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</i></p>	Approved

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	<p><u>Debate Highlights:</u></p> <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>	
23FRM/021.8	<p>Review Financial & Resource Management Report for submission to Full Council</p> <p>Work in progress.</p> <p><u>Debate Highlights:</u></p> <p>Cllr Muston confirmed this was a work in progress.</p>	Deferred
23FRM/022	<p>To Receive Correspondence addressed to the Committee.</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>	
23FRM/023	<p>To Approve Communication of items from this Agenda</p> <p><u>Approval:</u> Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</p>	Approved
23FRM/024	<p>Date of next meeting(s): September 6th at 7pm</p>	
Meeting ended: 22:01		

Guidance For Visitors to Girton Parish Council

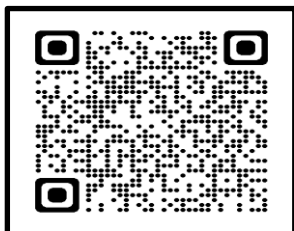
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Public Participation

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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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Smoking

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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>Approval: <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>Approval: <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>Approval: <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>Approval: <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>Approval: <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i></p>	Approved

Agenda Item	Item Description	Action/ Power
	<p>Debate Highlights: Committee reviewed the calculation of the Village Planter spend for 2022/2023 presented by RFO. There had been significant replacement of tubs during the year leading to a loss of £842.00. Committee agreed to recommend of a minimum rate of £55.00 for the planters for the 2023/2024 Financial year. Committee noted that there had been significant additional tubs and replacement which had increased the cost in this financial year. 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: Committee agreed to recommend that in principle Card payments would be received by GPC. Committee noted the possible charges and agreed to look into the possibility of an admin charge if cards were to be used. Policy for use of card payments to be investigated.</p>	Approved
23FRM/009	To Receive Correspondence addressed to the Committee - None	
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: 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	Date of next meeting(s): To be confirmed	
Meeting Ended: 8.05pm		

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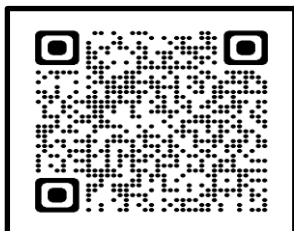
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