

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:** Thursday 29<sup>th</sup> February at 8pm  
**VENUE:** Girton Recreation Ground, Cambridge Road Girton

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

**MINUTES**

Agenda Item	Item Description	Action/ Power
<p><b>Members:</b> [Three] Cllr Muston (Chair), Cllr Hayat (Vice Chair) Cllr Marshall,  <b>Present:</b> GPC Clerk (Yvonne Murray)  <b>Members of the Public:</b> None</p>		
23FRM/047	<p><b>Welcome from the Chair</b> – Cllr Muston welcomed everyone to the meeting and Thanked them for attending on what had been a busy evening.</p>	
23FRM/048	<p><b>To Co-opt Members to the Committee: Councillors/Non-Councillors</b></p> <p><b>Approval:</b> Cllr Muston proposed. Cllr Hayat seconded. Unanimous approval. Cllr Marshall then left the meeting.</p>	<p><b>Approved</b></p>
23FRM/049	<p><b>To Receive Apologies and Reasons for Absence</b> - Cllr Carney (Ex-Officio)</p>	
23FRM/050	<p><b>To Receive Members’ Declarations of Interest and Dispensations</b> - None</p>	
23FRM/051	<p><b>Public Participation</b> – No members of the public present.</p>	
23FRM/052	<p><b>To Approve Minutes of Finance Committee:</b></p>	<p><b>Deferred</b></p>
23FRM/053	<p><b>Matters arising from Previous Meetings</b> (<i>for information only</i>)</p>	
23FRM/054	<p><b>Action List (23FRM/055.1)</b></p>	
23FRM/054.1	<p><b>Any other Matters arising – A chance to raise any comments/concerns on previous agenda items</b></p>	
23FRM/055	<p><b>Business items requiring a decision, or consideration by the Committee</b></p>	<p><b>For Decision</b></p>
23FRM/055.1	<p><b>Council to review, consider, assign, and approve tasks and from Book of Work for financial years 23/24 and 24/25 and to consider and recommend projects for Committee three-year plan.</b></p> <p><b>This will include:</b></p> <ul style="list-style-type: none"> <li>• <b>Modifying Book of work as needed</b></li> <li>• <b>Allocating tasks by month</b></li> <li>• <b>Identifying items required for Committee (by month if possible)</b></li> </ul> <p><b>Key Tasks to likely include:</b></p> <ul style="list-style-type: none"> <li>• <b>Summary overview of Book of Work</b></li> <li>• <b>Status of Financial items, bank accounts including budget.</b></li> <li>• <b>Financial Calendar 24/25</b></li> </ul>	<p><b>Approved</b></p>

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• <b>Insurance for Financial year 24/25</b></li> <li>• <b>Electric &amp; Water Bill for Girton Bowls Green. Spike in costs in 2028, work done on investigating root cause to date.</b></li> <li>• <b>Overview of projects being discussed by Committees in Feb 2024 round of meetings.</b></li> <li>• <b>Identification of Process and Policy required for this committee.</b></li> <li>• <b>Review of Terms of Reference, Vision and Mission statement</b></li> </ul> <p><b><u>Approval:</u></b> <i>Cllr Muston proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <p>Note: Separate Approval for taking lease of St Vincent’s Close and Café pilot to Full Council as below:</p> <p><b><u>Approval:</u></b> <i>Cllr Muston proposed. Cllr Crawley seconded. Unanimous Approval.</i></p> <p><b><u>Debate Highlights</u></b></p> <p>Cllr Muston noted that all items on the Book of Work noted at non-material cost did take significant amounts of staff and councillor time.</p> <p>She noted that it was the responsibility of Council to oversee the budgets of all committees.</p> <p>Discussion took place around the invoice from Godfrey &amp; Hicks for £1.4k which had been submitted when they had previously confirmed no money was owing from original Pavilion Refurbishment project. GPC Clerk to investigate request as confirmed at 14<sup>th</sup> February meeting.</p> <p>Cllr Muston also noted the possible need to write-off the water and electric bills from 2018. These had been investigated with Godfrey &amp; Hicks and Girton Town Charity but had come to a halt on requesting water bills from GTC, who confirmed the trustees had noted these bills were confidential. GTC Clerk to follow up possibility of water/electricity being used in construction of Arlington Manor. However, there was a possibility that there would be a need to write-off these bills in March Full Council due to the amount of time that had elapsed since these bills were paid by GPC.</p> <p>GPC Clerk noted that Facilities Manager had met with Girton Bowling Green and that an estimate of £12k had been reached for furnishing the Wellbrook Way Pavilion/Clubhouse. Facilities Manager to bring a business case with estimates to March Full Council.</p> <p>Cllr Muston raised a requirement to raise possibility of GPC leasing/renting St Vincent’s Community Centre for Wellbeing activities (including memory café) to March Full Council.</p> <p>Cllr Hayat raised the possibility of a pilot project to test out the possibility of a café in the pavilion. Cllr Crawley noted the potential of private enterprise running a café with community activities to bring more social value to Girton residents.</p> <p>Cllr Hayat noted the possibility of encouraging vendors to be present in Girton Recreation Ground E.g. Fishmonger. Discussion took place on the lack of support for Food Trucks at Girton Recreation.</p> <p>Cllr Hayat noted that there had been a question around whether Girton Feast was covered on GPC insurance. GPC Clerk to check and confirm. GPC Clerk also confirmed that she would look for alternative quotes for Insurance this year and Work Nest were to attend onsite to review GPC Health &amp; Safety issues.</p>	

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	<p>GPC Clerk confirmed that Financial Clerk 24/25 was to be compiled and shared with the committee on-line for recommendation to Full Council in March.</p> <p>GPC clerk noted the need to further improve budgeting the below tasks need to prioritise the following:</p> <ul style="list-style-type: none"> <li>• Compilation of comprehensive Asset Register</li> <li>• Time sheets for Councillors and Staff</li> <li>• Completion of Terms and Conditions/Charges for Recreation users.</li> </ul>	
23FRM/056	<p><b>To Receive Correspondence addressed to the Committee</b> – No correspondence received.</p>	
23FRM/057	<p><b>To Approve Communication of items from this Agenda</b></p> <p><u>Approval:</u> <i>Cllr Muston proposed. Cllr Crawley seconded. Unanimous Approval.</i></p>	<b>Approved</b>
23FRM/058	<p><b>Date of next meeting(s): June 5<sup>th</sup> at 7pm</b></p>	
<p><b>Meeting Ended: 20:50</b></p>		

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