

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council F&GP Committee held in the Pavilion, Woollards Lane on Wednesday 4th September 2019 at 1930hrs

1. Received & Accepted apologies for absence (F&GP Committee Only)
Present: Councillors Malcolm Watson (Chair), Barrie Ashurst, Richard Davies, Barbara Kettel, Ian Kydd and Parish Clerk: Mike Winter
Councillor Paula Arnold in attendance but not on Committee
Note. Councillor Ian Kydd stated he had to depart the meeting at 2130hrs
 - Councillor Simon Talbott, away on business
 - Councillor Roberto Gherseni, on holidayPublic
 - Three Members of the Public present representing SSYI for presentation
2. Received declarations of interest
 - None
3. Public Session
The meeting was adjourned for up to 10 minutes when members of the public were able to ask questions of the Council and put forward points of view in respect of the business on the agenda
Public Questions.
None
A Presentation from SSYI representatives setting out their current position, proposed plans and necessary financial support required from the Parish Council (Including adjacent Parish Councils of Little Shelford and Stapleford) to achieve their plans for 2019/20 was received.
Summary of Presentation and related questioned information (Full Presentation Circulated to all Parish Councillors)
 - Ongoing Friday youth Club, Detached project, as previously agreed with the Parish Council
 - New Club Room refurbishment
 - Extended use of Club room as 24/7 Youth Centre
 - Girls Group
 - Residentials
 - Total Funding requested from Great Shelford Parish Council for all activities 2019/20 as £15,850
 - Previous Years funding at
 - October 2018 £2,400
 - December 2018 £2,000 (Further £3,000 committed but unpaid subject to review of activities)
 - Funding request also being made to Stapleford and Little Shelford on a population prorate basis. Great Shelford representing 60% of funding requests
 - Any shortfall made up from external Fund raising activities or donations
 - Any surplus will be utilised to allow increase in activitiesThe Parish Council was very supportive of the SSYI activity and had provided the Club Room on a token cost basis (Lease or Licence to be resolved)
4. Review SSYI 2019/20 S137 application and recommendation to Parish Council Meeting on 18th September 2019
The F&GP Committee proposed recommending the full £15,850 grant to the next Parish Council meeting for approval subject to Clerk reviewing all S137 Grants for 2019/20 and providing details of budget lines to support total SSYI project.
S137 application form to be completed by SSYI for the full amount and decision on funding to be made at 18th September 2019 Parish Council meeting
Proposed; Councillor Richard Davies. Seconded; Councillor Barbara Kettel. Vote; Unanimous

5. Review the Minutes of the Parish Council meeting held on 17th July 2019
 Minutes of the Parish Council meeting held on 17th July 2019 had been circulated to all Parish Councillors for approval but Councillor Ian Kydd considered they should be approved by the full Parish Council meeting. Chair and Clerk confirmed after full Parish Council circulation it was normal practice and within the remit of the F&GP meeting as it is an official Parish Council meeting to approve the minutes. However, Chair and Clerk agreed to represent the minutes at the 18th September Parish Council meeting.
 Councillor Ian Kydd further objected to Item 26, first bullet point on the minutes.
 Clerk confirmed Councillor Ian Kydd's e-mail note on the minutes had already / previously been replied to but it was not for current discussion as minutes were not being adopted at the F&GP meeting.
6. Consider matters arising from meeting of 17th July 2019 (new information only)
- None
7. Approved Chairs action on the following
- a) Authorised repairs to Ladies Toilet Flooring after water leak (Quote £1,365-10p + VAT)
 Booked for Sat 13th and Sun 14th September
 - b) Authorised removal of reported dangerous tree growth on Freestones Corner and associated tree / bush tidy (Invoice on August Payments run)
 - c) Authorised previously notified Mead Construction to progress modifications and covers for the Recreation Ground Services (Quote £1,850 + VAT)
8. Review and Approve Financial monthly accounts for payment and note receipts
 Clerk presented full accounts for August 2019
- 18 Cheques presented to sign for August 2019 and 1 previously signed cheque
 - Total Value of 19 Cheques £19,958-59p
 - SO & DD Payments £3,461-73p
 - Cash Payments £0
 - Receipts £23,435-92p
 - All Bank Balances and Cash/stamps held £292,132-65p
 - Less PWLB Debt of £60,626-47p
 - Balance held £231,506-18p
- All Cheques were signed by Councillors Richard Davies and Barrie Ashurst
9. Review 2019/2020 Financial Plan
 Clerk presented a full review by budget line of all YTD expenditure against budget to August 2019
 Status of Village Key issues identified during full presentation of YTD expenditure
- It was noted that at half year stage only 1/3rd of budget had been committed and that significant progress was necessary on a number of topics to complete the annual budget forecast
- Chair requested Clerk to circulate the YTD expenditure against budget to August 2019 as an updated from the previously circulated YTD July 2019 information, to all Councillors
10. Review Annual Standard Parish Council Charges as applied from 1st September 2019
- 1) Pavilion and Recreation Ground Hire charges
 - Increased in April 2019 by approx. 10% for all senior teams and facilities with Juniors remaining unchanged, all as long term proposals.
 - 2) Cemetery Fees
 - Increased in August 2018. Review again at next Cemetery and Allotment Committee meeting
 - 3) Allotment Fees
 - All fees Increased in April 2019 by approx. 10% all as long term proposals.
 Invoices for April 2018 to March 2019 (Jan 2019 issue) outstanding and now propose to issue with April 2019 to March 2020 asap.

- 4) General Pavilion Meeting Room Hire Fees
 - Private party Hire £15 per hour + vat (Weekends or Evenings)
 - Long term Classes Hire best rate negotiated by Clerk dependant on time of day and regularity as previously agreed. Mornings £7-50p to £8 per hr, Afternoon Evenings £10 per Hr + vat
- 5) Misc
 - Rugby Club £400 per year on Lease
 - Trumpington Farm £25 per year on Lease

Councillor Ian Kydd departed the meeting at approximately 2130hrs

11. Review and Recommend New or Updated Policy Statements

a) Draft proposal for a Councillor Co-Option Procedure & Policy

- Draft Policy Circulated to all Councillors by Clerk, no significant changes proposed.
- Clerk to place on agenda for 18th September Parish Council meeting review and approval

12. Review Parish Councillor applications and agree format for Consideration of Applicants

- Clerk reported to date for the first Vacancy two applications had been received.
- The Clerk had just been advised by SCDC that the Co-option process could be applied and a notice advertising the Vacancy was to be placed on Website / Notice board with a closing date of 17th September.
- Clerk will issue application form and advise all applicants for both Vacancies that the Parish Council will consider the applicants at the 16th October 2019 meeting, requesting their attendance.

13. Update Parish Council F&GP Committee on AGAR return and documentation

External Auditor LittleJohn has informed Clerk by e-mail of the following 'except for' matters (qualifications) on the AGAR Part 3, subject to sign off by an engagement lead:

- The smaller authority has not addressed the 'except for' matters raised by the external auditor when qualifying the prior year annual return. Section 2 has not been prepared in accordance with proper practices. The income and expenditure basis must be used to prepare its accounts for the third and subsequent years that the income and/or expenditure exceeds £200k. Please ensure that the 2018/19 figures are restated in the prior year comparatives when completing next year's AGAR
 - Clerk explanation, will update for 19/20 return as excess information was provided
- The smaller authority has not restated the 2017/18 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.
 - Clerk explanation, disagree but accept as comment is easiest process. Reviewed Link to Section 2 Box 9 showing previous year figure is clearly restated

Note. The Final Section 3 – External Auditor Report and Certificate 2018/19 has not yet been received by the Clerk for the Website

Note. Clerk reported Littlejohn were notified by Clerk that the GSPC Website was loaded with the Littlejohn Confirmation of the Dates of the Period for the Exercise of Public Rights document instead of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return and on 5th August this was corrected.

Littlejohn were happy with this arrangement and required no further explanation or changes as the full Section 2 along with all other required documents were on the website correctly.

14. Review Financial or other RISKS to the Parish Council

FINANCIAL

- Bank Accounts

Nationwide and Camb & Counties are just over the Financial Services Compensation Scheme (FSCS), max limit. They will be adjusted after the receipt of the ½ yr precept in Sept / Oct into the Barclays account which will then be closed with all transactions transferred to the Unity Trust account along with Cheque signature updates

- Budget Achievement

Some 19/20 projects are not started, thus are likely to be incomplete in this financial year.

OTHER

Clerk has identified following other topics

Councillors to make final RISK assessment

- Cricket Netting Residential
- Children's Playground
 - Equipment Safety Review outstanding. May cause closure and / or expensive repairs of existing equipment prior full rework for Playscape Project
- Lease or License Agreements
- General ASB
- Fires on Recreation Ground / Copse / Riverbank
- Dog fouling / attacks / lead controls on the Recreation Ground
- Clay Pit Maintenance and Security
- Any other topics raised by Councillors

Clerk to prepare a full RISK management document for all topics and review of how to proceed with Councillor Assessments for the next Parish Council meeting

15. Review and Update the Asset register as necessary

- End of financial year 2018/19 Asset Register updated to £2,120,933
Then after a physical review updated again at April 2019 Parish Council meeting to £2,844,330

No further review required in 2019/20 financial year unless significant assets purchased

16. Review and Update all Insurances held and their values

- Came & Company with Ecclesiastical Insurance Group from August 2019.
Approved at Parish Council meeting of 17th July 2019
Suitable Liabilities and cover within the Policy
Clerk is aware of an additional £392 or £56 in respect of Insurance arranged for the Feast to cover increased value of Go West equipment.
Clerk is investigating with Came & Company

17. Review the bank mandates for all accounts

Current position reviewed with Chair signature and other updates to take place on closure of Barclays account

18. Review bank Standing Orders or Direct Debits for all accounts

- Only Barclays Current Account has SO or DD and remains unchanged.
- All will be transferred to Unity Trust account on closure of Barclays accounts

19. Review new relevant external Correspondence

None, which cannot be addressed at Parish Council meeting of 18th September 2019

20. Consider matters for future agenda consideration (As previous minutes)

- 1) Trumpington Farm Lease
- 2) All other Lease agreements (Tennis Club, SSYI)
- 3) Policies, Standing Orders, Procedures as necessary
- 4) Bye-Laws Update and Process
- 5) Potential Relocation of Tennis Club
- 6) Parish Councillor e-mails being circulated / sent without copy to Clerk
- 7) Site selection for affordable housing

21. With all Agenda items covered the Chair closed the meeting at 2150hrs

Reminders

Next Parish Council Meetings

- Planning Committee, Wednesday 18th September 2019, 1830hrs at the Pavilion
- Parish Council Meeting, Wednesday 18th September 2019, 1930hrs at the Pavilion

Training Plans

Wednesdays of 9th, 23rd and 30th October at the Pavilion

Covering topics of Chair and Committee Chairs, Cemetery & Allotments and Code of Conduct for Councillors (Including Declarations of Interests at meetings)

Councillors Preference of Topics with Dates to be advised to Clerk asap

Signed
Chair

Date
Great Shelford Parish Council