

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council F&GP Committee Meeting held in the Pavilion, Woollards Lane on Wednesday 4th December 2019 at 1900hrs

1. Received & Accepted apologies for absence

F&GP Committee Present: Councillors Malcolm Watson (Chair), Barbara Kettel, Barrie Ashurst, Roberto Ghersemi, Simon Talbott, Ian Kydd and Parish Clerk: Mike Winter

Other Councillors in Attendance: Councillors Paula Arnold and Eamon Courtney

Apologies for absence:

- Councillor Richard Davies, late apologies as missed date of meeting

Public

- None

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

- No members of the Public present

4. Receive and Adopt Minutes of the Parish Council meeting held on 20th November 2019

Minutes were confirmed as being an accurate record and were signed by the Chair

5. Consider matters arising from meeting of 20th November 2019 (new information only)

- Agenda Item 10b.

Clerk was requested to write to CCC re County Councillor attendance.

An e-mail from a resident on same topic had been replied to by CCC.

However, Clerk was requested to continue with a PC communication on the topic

- Agenda Items 15 and 22

Updated as in Agenda item 17

6. Approve Chairs action on the following

- a) Authorise additional £250 expenditure for Safety Lighting in the Car Park on Sunday 1st December 2019. Christmas Lights Switch on event
Proposed Councillor Barbara Kettel
Seconded Councillor Roberto Ghersemi
Vote Unanimous

7. Review and Approve Financial monthly accounts for payment and note receipts

Clerk presented accounts for December 2019

Invoices received at 3rd December and known payments to 31st December 2019

- 16 Cheques presented to approval and signature for Invoices received up to 3rd December 2019
- Total Value of 16 Cheques £16,774-61p
- SO & DD Payments £3,310-34p
- Cash Payments £13-35p
- Receipts £441-00p
- All Bank Balances and Cash/stamps held £350,036-34p
- Less PWLB Debt of £60,626-47p
- Balance Held £289,409-87p

Cheques were approved and signed by Councillors Malcolm Watson and Barrie Ashurst.

8. Review 2019/2020 Financial Plan

- a) YTD Expenditure v Budget (To November 2019 accounts)
- b) Forecast Expenditure to End March 2020

9. Review Budget Plan for 2020/2021 and subsequent Precept recommendation for approval at Parish Council meeting on Wednesday 15th January 2020

To assist the F&GP Committee in making a recommendation to the 15th January Parish Council meeting the Clerk presented a single detailed spread sheet for all Budget headings of Agenda Items 8 and 9.

Councillors debated and adjusted all topics and projects, line by line as considered necessary, reducing the potential expenditure for 2020/21 considerably.

With further changes under evaluation the potential resulting Precept recommendation to the January 2020 Parish Council meeting for 2020/21 was considered as options

- a) A 3% increase change from 2019/20
Proposed: Councillor Barbara Kettel
Seconded: Councillor Roberto Gherseni
- b) A 0% change from 2019/20
Proposed: Councillor Ian Kydd
Seconded: None
- c) A 3% increase change (plus a £10,000 project) from 2019/20
Proposed: Councillor Barrie Ashurst
Seconded: Councillor Simon Talbott

Voting as follows

- a) Favour 2, Against 2, Abstained 1
 - b) No Secunder thus no vote
 - c) Favour 2, Against 3
- Chairs casting vote in Favour of option a)

F&GP Committee recommendation to Parish Council meeting on 15th January 2020 is a 3% Increase from 2019/20 in Precept request to SCDC.

Note. This will again be debated with voting by the full Parish Council on 15th January and take into account any further recommendations prior final vote and Precept request to SCDC

Attachment 1 shows full Budget and resultant Precept based on the F&GP recommendation to the full Parish Council

10. Review Financial or other RISKS to the Parish Council

FINANCIAL

Clerk reviewed all Bank Accounts with Councilors, some are just over the Financial Services Compensation Scheme (FSCS), max limit but the imminent transfer of the Parish Councils current account from Barclays to Unity Trust will resolve the issue.

Clerk not to close Barclays Savings account allowing time to locate an additional account if needed during 2020/21

ADMINISTRATION

RISK Schedule and topics addressed, completed by Clerk and reviewed by Councilors

OPERATIONAL

Some RISK Topics on the standard Schedule advised by Clerk but not Reviewed or Completed by Councillor Working Group as no meeting taken place

11. Review and Approve any staff salary variations

All Staff agreed on the NJC Pay Spine from PC meeting on 9th April 2018

All SCP points will move by NJC agreed % on 1st April 2020 (Info awaited)

NJC scale to be used at relevant ref point in April 2020 salary payments with notification only to GSPC

12. Review the bank mandates for all accounts

Current position on all accounts reviewed with amendments due to Councillor changes as necessary

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

Currently Only Barclays Current Account has SO or DD attached

Clerk confirmed they will all be transferred to Unity Trust account as part of the general transfer

14. Review Annual Standard Parish Council Charges to be applied from 1st April 2020

Long term policy to increase fees by 10% annually for all charges

- 1) Pavilion and Recreation Ground Hire charges
 - Increased in April 2019 by approx. 10% in line with long term policy for all senior teams and facilities with Juniors remaining unchanged
- 2) Cemetery Fees
 - Last Increase at August 2018 F&GP Committee meeting
 - Chair requested Cemetery & Allotment Committee advise on the Cemetery Fees. Thus, remain unchanged until the Committee meeting is held
- 3) Allotment Fees
 - Increased in April 2019 by approx. 10% in line with long term policy
- 4) General Pavilion Meeting Room Hire Fees
 - All fees remain unchanged to protect bookings schedule
- 5) Misc
 - Rugby Club and Trumpington Farm remain unchanged as on Lease

15. Review and Update the Asset register as necessary

End of financial year 2019/20 Asset Register updated to £2,844,330 after a physical review approved at the April 2019 Parish Council meeting

No further review required for end of financial year 2019/20 unless significant assets purchased

16. Review and Update all Insurances held and their values

Came & Company 3 year plan approved at Parish Council meeting of 17th July 2019

No updates necessary

17. Receive an Update from the Clerk on Village related Issues since Parish Council Meeting on 20th November 2019

- Christmas Lights Switch On
 - Very well attended and received by community
 - PTA estimated revenue in excess of £4,000
 - Councillor attendance low
- Street Lighting
 - Response received from residents of Coppice Avenue and Woodlands as unable to take on an Energy Supply agreement
 - Reply received from Michael Richards, Cambridgeshire County Council advising that street lighting columns and lamp post land ownership questions would be Helen Taylor at SCDC
Helen Taylor, Development Officer, Environment Commissioning SCDC
 - Clerk has not confirmed Unmetered supply agreement with any supplier
 - Clerk instructed not to sign a supply agreement, continue investigations now with SCDC and see what happens to the Lamp Post power supply
- Clerk on Annual Leave from Monday 23rd December 2019 to Friday 3rd January 2020
However, will check e-mails and act on any serious issues

18. Review new relevant external Correspondence

- Consultation Climate Change Strategy CCC
- Summer Reading Challenge Thankyou card from young participant to Parish Council circulated

- Peter Ray and Sue Ray e-mails reviewed
Clerk instructed to reply as reviewed by Parish Council and comments noted
- Mike Nettleton e-mail reviewed
Chair and Clerk to respond

19. Consider matters for future agenda consideration

- 2020 APM on Wed 22nd April 2020 Planning
- Cricket ball protection netting use
- Trumpington Farm Lease
- All other Lease agreements
- Policies, Standing Orders, Procedures as necessary
- Bye-Laws Update and Process
- Legal Services and Tender Provision
- Potential Relocation of Tennis Club
- Councillor Training Plans
- Review of Reserves Policy

20. Update of Parish Council Reminders

General Election Hustings

- Thursday 5th December, at 1930hrs St Mary's Church, Great Shelford.

Next Planning Meeting

- Wednesday 18th December at 1830hrs, Great Shelford Pavilion

Subsequent Planning Meeting

- Wednesday 8th January 2020 at 1830hrs, Great Shelford Pavilion

Next Parish Council Meeting

- Wednesday 15th January 2020 at 1930hrs, Great Shelford Pavilion

Subsequent Parish Council Meeting

- Wednesday 19th February 2020 at 1930hrs, Great Shelford Pavilion

Annual Parish Meeting 2020

- Wednesday 22nd April 2020 at 1900hrs, Great Shelford Memorial Hall

Annual Meeting of the Parish Council 2020

- Wednesday 20th May 2020 (Current Chair Availability)

- To Consider close alternative as Chair unavailable

21. Close Parish Council Meeting

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

Note. All the above is the official minutes of the Parish Council F&GP meeting of 4th December 2019 that have been reviewed by Parish Council with full adoption awaited at the next Full Parish Council meeting

Signed
Chair

Date
Great Shelford Parish Council