

# Girton Parish Council

---

Robert Stone  
*Clerk to the Parish Council*  
telephone: (01223) 472181  
email: clerk@girton-cambs.org.uk

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

## **Minutes of Extraordinary Meeting of Girton Parish Council on Wednesday 24th June 2009 at St Vincent's Close Community Centre at 7.30pm.**

Present: Cllr de Lacey (Chairman), Clift, Godby, C Starling, Sparling, Bullman, Martin, Wilson

In attendance: Michael Woodisse (Internal Auditor), and Robert Stone (Clerk)

### **AGENDA**

09/82 Welcome from the Chairman

The Chairman thanked everyone for attending, explained that the meeting was necessary to meet the 30<sup>th</sup> June deadline for the receipt of the Council's Annual Return by the external auditors, and welcomed Michael Woodisse to the meeting.

09/83 To approve the 2008/09 Annual Return, including the Statement of Accounts and the Annual Governance statement, for external audit.

The Chairman said that parish councils' Annual Returns were not statements of expenditure against budget. Mr Woodisse when invited to explain said that their format was designed to be a simple statement of opening balance plus receipts equalled closing balance. Only one figure was given for fixed assets. No breakdown was given. He was pleased that the Council's fixed assets had recently been reviewed. Records of the Council's assets should be maintained.

His role was to certify that the figures in the return were accurate. He had done so for 2008/09. He noted that the Council was making provision for future years for works or replacement to The Pavilion, multi games area, and playing fields. This was good practice but he cautioned against holding more than one and a half times precept in cash. Girton Parish Council should review its reserves policy each year to avoid holding unallocated cash. It was important to manage budgets, and record financial decisions in Council minutes. He recommended opening a separate account for reserves.

**Review:** Finance Committee/RFO

The Chairman thanked Mr Woodisse and proposed that the motion be approved. Cllr Godby seconded. Unanimous.

The meeting ended at 7:53pm.