

# FENSTANTON PARISH COUNCIL

## Minutes - FINANCE & CONSTITUTION COMMITTEE

held at Fenstanton and Hilton Primary School, School Lane on Thursday 25 July 2019 at 19.00

### 1 Attendance and apologies

Present: Cllr Kent, Cllr White, Cllr McGee, Cllr Mitchell (Chair), Cllr Hayes (from 7.30pm)

Apologies: Cllr Ferrier, Cllr Henderson. Parish Clerk

### 2 Declarations of interest

None

### 3 To approve the minutes of the last meeting held on 9 MAY 2019

Proposed: Cllr Kent, seconded Cllr McGee. Approved

### 4 Matters Arising – for information only

**MUGA:** funding applied for from A14 Community Fund, reached 2<sup>nd</sup> round. CCC have been approached over permission to use the land for community activities

**Timebank:** St Ives co-ordinator has confirmed with St Ives Town Council it is happy to extend the Timebank to Fenstanton. Logistics meeting being set up for Mid-August

### 5 Clerk's annual review and salary

Detailed discussion around performance. Cllr Kent to hold 1-on-1 meeting with Parish Clerk to discuss option to provide additional support in the form of a separate Responsible Finance Officer (RFO). Cllr Mitchell to take on responsibility in short term. Recommendation to take wider 360 degree feedback on performance from other councillors, suppliers and parishioners.

Decision on salary increase deferred to next F&C meeting

### 6 Finance update with Scribe reports

Cllr Mitchell reported he has reviewed the current position. However, he raised concerns over the accuracy of the information following the migration from Sage to Scribe after the year end. He is undertaking a detailed analysis of this and will report back to full council at the next meeting. This will include a recommendation for four separate contracts covering: grass cutting; litter picking and village appearance; hedge and tree cutting and: general maintenance to be put in place.

### 7 To approve payments required before next Full Council meeting in September

These were not available, and will be approved by circulation of the committee

### 8 GDPR and online fraud protection insurance

Cllr Mitchell updated the committee on recent presentations at the CAPALC conference, and, in particular, the increasing dangers and prevalence of cyber attacks and cyber crime to parish councils, in addition to the increase in fines for breaches of GDPR.

He recommended FPC take out specific local council cyber insurance with Came and Company.

Proposed: Cllr Kent, seconded Cllr Hayes. Approved

**9 CCLA investment account.**

Cllr Mitchell updated the committee on a recent presentation at the CAPALC conference by CCLA on the Public Sector Deposit Fund. This provides secure, ethical, instant access for parish council funds at an appreciably higher rate of interest than current providers.

He recommended FPC evaluate this as an option for precept and CIL receipts, and if appropriate set up accounts with CCLA

Proposed: Cllr Kent, seconded Cllr Hayes. Approved

**10 Parish Council support for VE day – to discuss budget for underwriting required upfront costs**

Cllr Mitchell updated the committee on the planning for VE Day activities in Fenstanton for May 8 – 10<sup>th</sup> 2020. Whilst the event will look to make a profit (to be donated to Help for Heroes), he recommended the Parish Council underwrite the up-front costs, should payments need to be made before income is received. The committee agreed to support this recommendation for the next full council meeting.

**11 Fenstanton submission in respect of HDC CIL funds**

Following newspaper reports on HDC's Deputy Executive Leader Cllr Ryan Fuller's view that CIL money received by HDC should be spent in the parishes where the development has happened, Cllr Kent is to write to Cllr Fuller, requesting a meeting to discuss how the significant CIL revenues emanating from Fenstanton should be spent on community projects in the Parish.

**12 Allotment steering group – to discuss a request for the PC to seek legal advice on behalf of the group over the Diocese's plans to build on behalf of the group.**

Cllr McGee raised the concerns of the Allotment users and their request for the Parish Council to support their position, not least with regards to their legal options.

Whilst the committee agreed the Parish Council is opposed to the proposed planning application, it does not have the resources to directly provide funding for legal advice, but would make enquiries on behalf of the Allotment users.

In the first instance, Cllr Mitchell is to approach CAPALC (and NALC) for advice.

**13 To accept notices & matters for the next agenda**

Speedwatch is now active in Fenstanton. However it can only operate when it can borrow equipment from Fen Drayton. To be fully effective, and extend its remit to cover 'unmanned' speeding locations in the parish, it was recommended CIL money is used to purchase appropriate equipment. The committee agreed to support this proposal at the next full council meeting

**14 Parish matters to note**

The closure of the High Street will result in drivers looking for 'rat-runs' through the village, rather than following the recommended diversion route. The Parish Council will undertake to liaise with CCC to provide adequate signage and stress the need for CCC to restrict traffic to local traffic only.

Cllr Kent has drafted a letter to HDC to discuss issues with planning in the Parish.

**Other**

Following the resignation of Cllr Christine Morris, Cllr Kent reminded all councillors to ensure all proceedings at all times are conducted within the code of conduct

The meeting closed at 8.55pm