

# FENSTANTON PARISH COUNCIL

## Minutes of the Finance & Constitution Meeting

### Fenstanton & Hilton Primary School, Fenstanton

### Thursday 8 November 2018 @ 19.30 pm

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**Present:** Cllr Henderson (Committee Chairman)  
Cllr Buchanan  
Cllr Kent  
Cllr Mitchell  
Cllr White

**In Attendance:** Annette Eggett (Clerk)  
Five members of the public (Grant Applications)

**1. Apologies for absence**

None.

**2. Declarations of interest**

None.

**3. To approve the minutes of the meeting held on 9 October 2018**

The minutes were approved.

**Proposed: Cllr Kent; Seconded Cllr Buchanan. All in favour.**

**4 Matters Arising** – covered by this agenda.

**5. To consider grant applications received with supplementary information**

**5.1 Fenstanton Youth Football Club (\$19)** had submitted an application as part of a larger fund raising exercise to improve facilities. Over 100 children played football at the club; Cllr Henderson stated it was a very successful enterprise.

**5.2 Fenstanton Friendship Group (\$137)** had submitted an application to help fund days out. Having looked at the list of needs for the Group the Committee preferred to fund the external speakers. Next year was the Group's 70<sup>th</sup> anniversary.

**5.3 Rainbow Guiding Group (\$137)** – had submitted an application for new equipment required. The group was going well however volunteers were hard to find. Cllr White queried how they might raise the rest of the money required. The Group had not as yet tried other organisations; it was felt this was something the Parish Council could help and give advice with and this applied to all groups sending in applications.

**5.4 Village Sports Day Committee**

It was decided to include this application given the next meeting would not be until 2019. The Committee had applied for the same amount as last year to go towards the cost of hiring the marquee for the village sports day and event. Although the Committee showed a healthy bank balance this did get spent as soon as the day was organised.

Cllr Kent felt all organisations were going a great job. The Clerk would send forms early for submission for consideration in September 2019. Mention should be made that the Parish Council would report on grants paid in any Parish Council promotional material.

The following grants were decided:

£250 – Friendship Group towards annual programme of speakers  
£500 - Village Sports Day Committee  
£500 - Fenstanton Youth Football Club  
£250 - Rainbow Guiding Group

**Proposed: Cllr Kent; Seconded Cllr White. All in favour.**

6. **To consider and set the budget for 2018/2019**
  7. **To consider and set the precept for 2018/2019**
- TAKEN TOGETHER**

Cllr Henderson confirmed the financial situation this year will have marked effect on next year. Cllr Mitchell had prepared detailed figures for this discussion and had been looking at the position up to the end of this year and at individual accounts. General Purposes was showing an overspend of about £22,000 the majority of which was Martin's huge workload and work to trees. Cllr Henderson stated that each committee should receive figures showing budget and variances.

There was some flexibility in reallocating spend under the CIL account (benches, keystone, whipping post) and the Burial Board (land acquisition reserve account – increase in available plots.

**Proposed: Cllr Kent; Seconded Cllr Mitchell. All in favour.**

Cllr Mitchell confirmed the budget would be managed going forward on a rolling basis. Cllr Henderson stated that Committee Chairmen would need to take more responsibility for expenditure and that for the immediate future expenditure would have to fall into one of two groups – required as a health and safety risk and non-essential. Spend to be based on funding the Parish Council already had or could obtain from other sources.

There was further discussion on what could be covered by CIL money. Cllr Mitchell pointed out that the rules on CIL for Parish Councils were quite flexible as to what it could be spent on. Cllr White pointed out that when setting the precept the cut backs at HDC and CCC would have to be borne in mind.

Cllr Mitchell urged a limit on what was spent on maintenance; all agreed. Cllr White pointed out, as an example, that 16 grass cuts a year were not necessary.

Moving onto the precept Cllr Mitchell stated it was unclear whether new houses had been taken into account last year. The Parish Council precept had actually increased per household by 0.8% whereas the original budget suggested an increase of 3%.

Cllr Henderson stressed the Parish Council had to look at the impact the budget would have on the precept. There was now a cost pressures but the Council would have to put in extra for additional work which it thought it would have to cover next year because of HDC and CCC cutbacks. The reserves would have to be built up again also. Cllr Mitchell had already started work on this – if a raise of 5% was requested this would add an average of £2.32 a year onto each household.

Cllr Kent suggested setting a policy for the rest of the year that no work was undertaken in the Parish unless it was a health and safety issue and hedges and grass cuts were by exception. All agreed.

**Proposed: Cllr Kent; Seconded Cllr Mitchell. All in favour.**

Any expenses from Committee chairmen should go to Cllr Henderson for approval as Chairman of F&C Committee. Cllr Buchanan urged care about setting a precedent now for less maintenance

and then increasing precept. He also suggested a budget report should be part of each agenda. Cllr Mitchell would work on consolidating the accounts to achieve consistency across all expenditure categories. Cllr Kent requested that full expenditure is reported to the December Full Council meeting. Cllr Buchanan queried whether any of the Clerk's salary could be paid from CIL based on the hours she spent on CIL work. Cllr Henderson requested variances be shown in black and red.

Cllr White stated that the precept money stopped being precept money if it was not spend and it then went into general reserves. The current situation would show general reserves as £20K. Cllr Henderson would prepare a one page summary and Cllr Mitchell would redo the figures to accompany this.

Cllr Mitchell would also check £7.5K in the current year's budget as income that may have been misallocated, as this appears to be CIL receipts

Cllr Henderson stated the budget for next year should include for the build-up of general reserves and the additional pressure on General Purposes expenditure. Cllr Mitchell has a simplified version of the budget which he would work up.

Cllr Mitchell hoped to check the exact amount HDC collected in precept as he felt it likely they collected a higher amount given the number of new houses becoming occupied during 2018/19

**ACTION: Cllrs Henderson and Mitchell**

It was suggested meeting with Martin regarding his workload and asking him what he could provide for £1,500 a month. Cllr Pryke would be asked to do this.

**ACTION: Clerk/Cllr Pryke**

Cllr Mitchell would put two or three scenarios together on the budget. Cllr Buchanan felt that any notices about any increase should explain (for example) that a 5% rise equated to £2.32 per household.

**ACTION: Cllr Mitchell**

**8. To consider letter received from Cambridge Building Society re account access**

It was confirmed that Romina Lee is to be removed as signatory, Edward Henderson is to be changed to Cllr Robert Henderson and that Cllr White was a legitimate signatory.

**9. To consider two councillors who are signatories to have full access to the bank accounts**

It was noted the process with Lloyds Bank would be restarted with Cllrs Pryke and Henderson as precautionary measure.

**10. To approve payments required before 8 December Full Council meeting and fund transfer**

These were approved.

**Proposed: Cllr Henderson; Seconded Cllr Mitchell. All in favour.**

**11. Risk assessment review**

It was note this must be updated and input from Councillors would be required.

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

**13.1 Financial Regulations and Committee Terms of Reference/Code of Conduct**

Noted by Cllr Buchanan as still required.

**14. Parish matters to note**

**14.1 Salt Bins**

Cllr White suggested Martin should check the salt bins at the subway (filled by HDC).

**14.2 Playground checks**

Cllr Kent stressed that playground should be safety checked on an annual basis independently to be included in the insurance policy. There would be a two-year warranty on the new outdoor gym and they have an inspector who could be used. Insurance to be checked. **ACTION: Clerk**

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 21.17**