

FENSTANTON PARISH COUNCIL

Draft minutes - FINANCE & CONSTITUTION COMMITTEE

held at Fenstanton and Hilton Primary School, School Lane, Fenstanton on Thursday 17 October 2019 at 19.00

1 Attendance and apologies

Present: Cllr Kent, Cllr White, Cllr McGee, Cllr Mitchell (Chair), Cllr Hayes, Cllr Ferrier,
Apologies: Parish Clerk

2 Declarations of interest:

Cllr Mitchell confirmed he is a member of the Fenstanton Village Hall Trust Board and will withdraw from discussions on its grant application below (item 5)

3 To approve the minutes of the last meeting held on 25 JULY 2019

Proposed: Cllr Kent, seconded Cllr McGee. Approved

4 Matters Arising – for information only

Cllr Hayes raised a concern the minutes gave a misleading view he was late attending. He arrived on time, but found the school in darkness and waited outside for others to attend.

5. Submitted grant applications were considered and the following recommendations made.

These will be presented for council approval at the next full Parish Council meeting.

The following applications were reviewed against an agreed template. In addition to S137 and S19 grants, applications were also assessed against CIL criteria.

- **Fenstanton Football Club.** Award £450 from CIL funds. Undertake to discuss possible CIL funding for broader support and securing external funding for forthcoming major upgrade
- **Fenstanton Friendship Group.** Award £250 under S137 grant funding
- **2nd Fenstanton Rainbows, Brownies and Guiding Group.** Award £250 under S137 grant funding
- **Fenstanton Village Hall Trust.** Application for solicitor's fees wasn't appropriate for grant funding. Undertake to discuss possible CIL funding for broader support and external funding for forthcoming design and build of a village hall.
- **Fenstanton Village Sports Committee – attended in person by Mrs Jan Way and (fbc).** Award £500 from CIL funds.
- **Fenstanton Bowls Club.** Award £300 under S19 grant funding, to cover purchase of new LPG hob. Undertake to discuss possible alternative approach for external support and funding for parts b and c of submission.
- **Fenstanton Church Centre – attended in person by Mr Ian Hucklesby.** Award £300 from CIL funds
- **Fenstanton and Hilton 1st Scout Group.** Award £250 under S137 grant funding.

Totals:

CIL	£1,250
S137	£750
S19	£300

Clerk to notify all applicants in writing by Friday, 25th October of recommendations.

Proposed: Cllr White Seconded: Cllr Ferrier Approved.

6. Budget and cashflow to year end

Cllr Mitchell presented a summary of financial performance for the first six months, against budget and a projection to the year end. Actual expenditure ytd £46,662 v budget £42,500. This includes some £4,650 of prior year costs, which will be written off against reserves at the year end. Projections to the year end show the finances are on track to be within budget, not least as a result of significantly reduced parish upkeep costs in the second six months.

7. Recruitment of new clerk and locum

Cllr Mitchell presented a draft recruitment proposal, including contract of employment; job description; candidate specification, selection process and advert for discussion and approval. This was adopted for immediate action.

Cllr Mitchell is to approach CAPALC with regards to the engagement of a Locum Clerk until a new Clerk is hired.

Approved.

8. Outgoing clerk – backdate of annual salary increase.

A proposal to increase and backdate the clerk's salary from 01.04.19 to band LC1, step 15 of the National Joint Council for Local Government Services (NJC) agreed salary scale for Parish Clerks was proposed. The backdated increase to be paid in the Clerk's October Salary.

The committee also considered a leaving gift for the clerk. Vouchers to the value of £50 were proposed.

Proposed: Cllr Kent Seconded: Cllr Hayes Approved

9. Office move – approval of costs

Cllr Ferrier presented a schedule of proposed costs of a move to offices at 6 The High Street, Fenstanton and comparison with current and future costs of the St Ives office. Over the proposed term of the lease (five years), these indicated a significant cost saving.

After confirmation around the suitability of the premises, and compliance with minimum legal space requirements, Cllr Kent tabled a moving checklist for adoption.

Proposed: Cllr McGee Seconded: Cllr Ferrier Approved

10. Move bank accounts and adopt a cash card for petty cash transactions.

Cllr Mitchell presented a proposal to switch bank accounts from Lloyds to: Unity Trust Bank for current and immediate access deposit accounts (and a cash card for petty cash transactions) and Cambridgeshire and Counties Bank for a 2-year fixed rate charity bond account. The proposal indicated a significant increase in interest would be earned.

Proposed: Cllr Kent Seconded: Cllr Ferrier Approved

11. Joint Parish Warden – Fen Drayton – to discuss costs

Cllr Kent confirmed details of the proposed joint funding of a Parish Warden and the estimated cost to the Parish Council of £1,500. He also confirmed this expenditure would be in FY20/2.

Proposed: Cllr Kent Seconded: Cllr Mitchell Approved

12. Christmas Children's Party – to discuss

The approach to the support and funding of Parish Council facilitated events, such as a children's Xmas party and VEDay75 celebrations was discussed. In particular, the impact that providing funding upfront would have on the year end (and in particular the precept) accounts.

In principal the committee was in favour of supporting such events, providing these do not have a negative impact on Parish Council finances.

13. To accept notices and matters for the next agenda

The next F&C Committee meeting is to finalise the recommended budget and precept for FY 20/21 for submission to full council before the date of submission to Huntingdon District Council (latest xx/12/2019).

14. Parish matters to note

Cllr Hayes raised a concern over possible asbestos and falling trees in the High Street

Cllr Kent confirmed the Fen Cycleway project was moving forward: the bound surface option proposed was acceptable to the Fen Residents; bollards to restrict any motorised traffic to farmers and others needing legitimate access to the fields were to be constructed; the proposed surface would most likely come in within budget.

Cllr Kent confirmed a revised application to HDC for the allotments to be listed as an Asset of Community Value was being prepared.

Cllr Ferrier confirmed the Parish Church was taking the lead on the Mayflower 400 celebrations taking place in 2020, and that the Howland Society would be involved. Fenstanton Parish Council would offer support, but not take the lead in organising events.

The meeting closed at 21.40