

FENSTANTON PARISH COUNCIL

Minutes of Meeting (Draft)

FENSTANTON PARISH COUNCIL, Finance and Constitution Committee
held by Zoom Video Conference on Monday 24th August 2020
at 19.00

Kevin Mitchell
Acting Clerk & RFO

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25 August 2020

In attendance:

F&C Committee: Cllr Mitchell (Chair); Cllr Kent; Cllr Ferrier; Cllr White; Cllr McGee
Other councillors: Cllr Collison; Cllr Turner; Cllr Schofeldt

AGENDA

F&C.1 Apologies for absence: Cllr Hayes

F&C.2 Public consultation: No members of the press or public were present

F&C.3 Declarations of interest: None

F&C.4 To approve the minutes of the last F&C Committee meeting – 17th October 2019

No matters Arising.

Proposed: Cllr White, Seconded: Cllr McGee. Approved unanimously.

F&C.5 Recruitment of a new Parish Clerk

- **F&C.5a Structure and role(s)**

Significant discussion around the best way to structure the three components of the role to meet the needs of the Parish Council: The legal and compliance aspects; the financial aspects; the general administration and the resulting roles and duties.

It was proposed to split the role, to recruit or engage: a part-time administrator, with strong affiliation with Fenstanton; a part-time, experienced Parish Council Clerk (either a direct employee, locum or contractor); a part-time, RFO, with book-keeping and accounting experience (could be combined the duties of the Administrator, Parish Clerk, or a stand-alone).

Proposed: Cllr Mitchell, Seconded; Cllr Ferrier. Approved unanimously.

- **F&C.5b Recruitment process**

Cllr Mitchell to prepare draft job descriptions, candidate specifications and proposed recruitment approach, for circulation to the F&C Committee members.

- **F&C.5c Coverage during recruitment period**

Duties are to be shared between Councillors:

Cllr McGee – management of parish upkeep, including co-ordination of contractors, including grass cutting, repairs, litter and bins

Cllr White – Burial and Graveyard

Cllr Ferrier – Planning

Cllr Kent – Bridleway

Cllr Mitchell – Parish clerk and RFO duties, including: finalising year end accounting/AGAR activities; communications, including emails and calls, website, social media; finances.

Cllr Mitchell to approach CAPALC about the possibility of engaging a part-time Locum Clerk throughout the recruitment period.

F&C.6 FY 19/20 Year end accounts

- **F&C.6a Approve unaudited accounts**

Proposed Cllr Kent, seconded Cllr Mitchell. Approved unanimously

- **F&C.6b Approve unaudited AGAR and public notice**

Proposed Cllr Kent, seconded Cllr Mitchell. Approved unanimously

- **F&C.6c Establish dates for public inspection**

This will be Thursday, 27th August 2020 to Wednesday 9th September 2020 (inclusive)

Proposed Cllr Kent, seconded Cllr Mitchell. Approved unanimously

- **F&C.6d Organise external audit – PKF Littlejohn**

Cllr Mitchell to co-ordinate

F&C.7 Appointment of interim Responsible Finance Officer

Cllr Mitchell to take on the role until a permanent RFO is appointed.

Proposed Cllr Kent, seconded Cllr White. Approved unanimously

F&C.8 Approval of standing orders for current financial year

Standing orders for the current financial year are still to be approved. A full list and drafts will be prepared and circulated to F&C Committee members for review and discussion at the next F&C Committee meeting and subsequent approval by full council.

In the interim, the 'boilerplate' standard orders set out in the Governance Toolkit for Parish & Town Council, version three will be adopted.

Proposed Cllr Mitchell, seconded Cllr White. Approved unanimously

F&C.9 Fenstanton Ivy Nursery – Indemnity Agreements

Cllr Kent to follow up with HDC

F&C.10 Fenstanton Parish Council as a Sole Charity Trustee

The Committee agreed to continue to evaluate this, not least in light of recent developments with other charitable trusts in the village

Cllr Ferrier to liaise with Literary Institute Trustees over their plans, post-sale of the building.

F&C.11 Establish new interest-bearing Bank Accounts.

Whilst approved at Full Council in November 2019, this has still to be actioned. The F&C Committee reaffirmed the need. The following Councillors will act as signatories: Cllr Kent; Cllr Ferrier; Cllr Mitchell; Cllr Turner. Cllr Mitchell to action.

F&C.12.To accept notices and matters for the next agenda

As previously mentioned in F&C.8, a review of standing orders for FY2020.

There being no further business, the meeting closed at 19.38.