



## FENSTANTON PARISH COUNCIL

### Meeting Minutes

#### Finance and Constitution Committee

**will be held by Zoom Video Conference on Tuesday 2<sup>nd</sup> March  
2021 at 19.00**

**Present:** Cllr N Ferrier, Cllr P Kent, Cllr R Mcgee, Cllr K Mitchell (Chair) and Cllr C White

**In attendance:** The Clerk – J Perez & Cllr S Polhill

#### Minutes

1. **To receive any apologies of absence and to receive any declarations of interest**  
Apologies received from Cllr P Hayes due to not having access to the internet. No declarations of interest.

**Comments and observations from members of the public** (NB comments should be relevant to items on this agenda only) None

2. **To approve the minutes of the Finance and Constitution Meeting held on Tuesday 3<sup>rd</sup> November 2020**  
**Cllr P Kent proposed** that the minutes of the Finance and Constitution meeting held on 3<sup>rd</sup> November 2020 were a true record of the meeting, **Cllr N Ferrier 2<sup>nd</sup>, All Cllrs were in favour.**
3. **To discuss and move forward with recruitment of a Responsible Finance Officer**  
**Cllr P Kent proposed** that the position be offered to the preferred candidate for 5 hours per month following interviews held, Cllr N Ferrier 2<sup>nd</sup>, All Cllrs were in favour
4. **To re-appoint internal auditor in preparation for inspection of Year End 20/21 accounts**  
**Cllr C White proposed** that Ensor be re-appointed as the internal auditor for year end 20/21, Cllr N Ferrier 2<sup>nd</sup>, All Cllrs were in favour

5. **AGAR 20/21 – confirmation of key dates**

There has not been any indication so far that there will be an extension to the key dates as there was for 2019/20. If no extension, dates for the AGAR will follow the pre- covid timetable. Cllr K Mitchell and the Clerk will monitor the situation.

6. **Year End 20/21 – advise suppliers to submit outstanding invoices and spend to date**

Cllr K Mitchell has all the accounts up to date and is waiting on any outstanding invoices to be submitted. It was noted that there is a payment of £5,000 due to CCC CIL money for the Bridleway.

7. **Confirmation of Precept 21/22**

Fenstanton PC have received confirmation that the precept for 2021/22 will be £110,187. Cllr K Mitchell will put some information together for the website to advise Parishioners where the Precept is spent, including the visible and invisible areas of expenditure.

8. **Confirm budget for 21/22, including setting reserves for the Fen Maintenance, Community Warden and Village Hall**

The spend this financial year to date is approximately £60,000 (excluding any expenditure through CIL, S106 and external grant funds), but Cllr K Mitchell expects that there will be at least a further £5,000 to pay out before the end of the financial year. This would leave a surplus of around £25,000. The increased Budget for 2021/22 includes money to be spent on the Village Hall, Community Warden and a significant increase in parish repair and maintenance costs. Cllr K Mitchell explained that there is currently money held in reserves for VE Day celebrations that had to be postponed. Some discussion was had regarding a proposed new date for this, Cllr N Ferrier will look into whether it would be feasible to hold it in early September and will talk to the relevant suppliers and advise at the next Parish Council meeting.

The cost of the repairs and refurbishment of the Clock Tower will be approximately £6,500 - £7,000. The committee discussed if the money should come from CIL money or the Bertha Pitfield fund, **Cllr N. Ferrier proposed** that CIL money was used for this project, **Cllr C White 2<sup>nd</sup>, All Cllrs were in favour.**

Cllr K Mitchell advised that there will be some S106 money carried forward to 2021/22.

9. **Discuss Insurance renewal with BHIB, consider 3yr term to include free Parish Online and decide**

Parish Council discussed the options and felt a 3 year agreement, which includes a saving per annum and also gives the free Parish Online mapping system would be the best solution. Cllr R McGee asked if the Parish Council could re-consider the advanced version of online mapping as we would receive the basic package free, this can be discussed further at the next Parish Council meeting. The Clerk will discuss with BHIB the addition of the Christmas Tree in the cover. Cllr R **McGee proposed** that we re-new the policy on a 3 year contract, **Cllr N Ferrier 2<sup>nd</sup>, All Cllrs were in favour.**

10. **Update on current projects and any planned project funding applications**

The Clerk confirmed that the Parish Council is allowed to use CIL money to help with funding for the School. Cllr P Kent will let the Head know. The cost of the Pond work above the Mick George/Grantscape funding should be between £2,000 - £3,000 and will be funded with CIL money. If the LHI for Chequer Street is approved the Parish Council will need to provide £15,000 towards the cost, if approval is not given and the Parish Council still wanted to proceed this would require additional funding. The MUGA is due to start in April, the A14 Community Fund is covering all costs for this project. The application for CIL funding for safety improvements to Cambridge Road was rejected by HDC, the Clerk will contact to ask for specific information as to why this was not successful and how we move forward. Work on the Bus shelter should commence when the weather has improved. Transfer of land at the Old Orchard is in progress, there will be a small legal fee to pay. The Underpass has been cleaned and painted. The Parish Council will need to look at signs and planters for around the Clock Tower.

11. **Discuss and approve additional spend of £1600.00 for lighting for the Clock Tower**

Cllr S Polhill explained that the current lights are not able to be repaired as hoped, to replace the lights it is going to be more expensive than previously quoted. The lights are a specific type and will need to fit into the current circular self-contained units. The extra cost is £1600.00. Cllr S Polhill will ask that the lights are able to be individually switched on. **Cllr C White proposed** that the extra spend be approved, **Cllr P Kent 2<sup>nd</sup>, All Cllrs were in favour.**

12. **Discuss change of bank account and update of current signatories**

Cllr K Mitchell advised that the current bank accounts need to be reviewed, signatories and mandates need to be brought up to date. A second person needs to be added to approve payments. The Parish Council should also investigate other account providers that may be able to offer better rates of interest.

13. **Establishment of a village trust with the Parish Council as sole trustee**

Cllr K Mitchell explained the details and the thoughts behind the idea of setting up a Village Trust for the benefit of Fenstanton residents, with the Parish Council as sole trustee. This would enable the Parish Council to act on behalf of 'the trust'. This would help protect money held by individual trusts in the Village and stop the assets potentially going to the charity commission if a trust were no longer able to operate. The money could then be used for the benefit of the village and would not have the same constraints as the existing trusts. As an example, the Literary Institute Trust which holds significant funds to be used to benefit literacy for Children in the village is considering closure and if a Village Trust is not set up all the money currently held by it could go back to the Charity Commission. The objective would be to align the objectives of the new trust with those of the Literary Institute and any other trust which would look to transfer its assets into the new trust.

**Cllr P Kent proposed** that the Parish Council establish a trust and approach the Literary Institute Trust to incorporate trust monies into the New trust to secure money for the benefit of the Village, **Cllr N Ferrier 2<sup>nd</sup>, All Cllrs were in favour.**

14. **Organise year end**

Discussed under item 6

15. **Organise review & end of probation period for the Clerk**

Cllr K Mitchell and the Clerk will arrange a convenient date and time for review.

16. **Councillors items – information only. No discussion and no decisions can be made**

None

Meeting closed 20.42