



## FENSTANTON PARISH COUNCIL

### Meeting Minutes

#### Finance and Constitution Committee

**will be held by Zoom Video Conference on Thursday 22nd April  
2021 at 19.00**

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

**In attendance:** The Clerk – J Perez

#### 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. Cllr C White absent, no apology received. 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 2nd March 2021.**  
**Cllr P Kent proposed** that the minutes of the Finance and Constitution meeting held on 2nd March 2021 be approved as a true record of the meeting, **Cllr N Ferrier 2<sup>nd</sup>, All Cllrs were in favour.**
3. **Update on draft accounts for FY 2020/21 and sections 1 and 2 of the AGAR. Agree public inspection dates.**  
Cllr K Mitchell updated, the accounts are currently with the internal auditor for inspection and section 1 and 2 of the AGAR should be ready for approval at the annual Parish council meeting on 6<sup>th</sup> May 2021. The bank account balance is approximately £43,000 ahead of last year, partly due to having no Clerk in place for a few months and no costs for meeting room rental. Dates for public inspection of the accounts is from 14<sup>th</sup> June to the 23<sup>rd</sup> July.
4. **Review: Clerk's end of probation review and salary**  
The Clerk left the meeting at 19.15 in order for this matter to be discussed confidentially. The Clerk returned to the meeting at 19.23. The Clerk was advised that she had completed her probationary period and that the Parish Council were extremely happy with the support and

experience she has brought to the role. They confirmed her appointment and confirmed they agreed that she should move up the salary scale to SCP level 24 effective from 1<sup>st</sup> April 2021.

5. **Appointment of Accountant/RFO, discuss hours and start date- update.**

The position has been offered and accepted. **Cllr K Mitchell proposed** that role will be for 5 hours per week initially, this may be reviewed at a later date, **Cllr R McGee 2<sup>nd</sup>, All Cllrs were in favour.** It is hoped that the candidate will be able to start towards the end of the month.

6. **Fenstanton Community Trust. Approval of draft constitution**

Cllr K Mitchell shared a draft of a model trust deed. The Parish Council will have to decide if it is the sole trustee or will include other trustees and if so, how many. The trust must accommodate the objective of the trust it is acting for and cover the requirements of that trust. The trust should be administered by the Responsible Finance Officer or the Clerk (proper officer). This will be taken to full council for approval, the Chair and Clerk will need to sign the documentation.

7. **To note the publication of the new Joint Panel on Accountability and Governance's Practitioner's Guide and recommendations we should consider for adoption.**

With a new Responsible Finance Officer onboard, Cllr K Mitchell recommended that the Parish Council should consider adopting this guide going forward, this would help ensure the Parish Council are following the correct procedures and improve auditability.

8. **Councillor's items – information only. No discussion and no decisions can be made.**

No comments

Meeting closed 19.44.