



## FENSTANTON PARISH COUNCIL Meeting Minutes

### Finance and Constitution Committee

held at the Church Centre, Fenstanton on Thursday 7<sup>th</sup> October  
2021 at 19.00

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

**In attendance:** The Clerk – J Perez and The RFO Vicky Yarnall.

#### Minutes

1. **To receive any apologies of absence and to receive any declarations of interest**  
No Apologies received, however Cllr A Puntambekar and Cllr C White are not present, the Clerk will contact for an explanation to their non-attendance.  
Cllr K Mitchell declared an interest in item 4.

**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 Thursday 22<sup>nd</sup> April 2021**  
**Cllr P Kent proposed** that the minutes of the Finance and Constitution meeting held on Thursday 22<sup>nd</sup> April 2021 were a true record of the meeting, **Cllr R McGee 2<sup>nd</sup>, 1 Cllr abstained as was not present. All other Cllrs approved.**
3. **Update - AGAR 20/21**  
The AGAR has been returned, however PKF Littlejohn (External Auditor) have advised that they have not completed the return as they ran out of time. The Clerk will speak to other Councils to see if they have experienced this. The Clerk will also speak with CAPALC to see if they are aware of any issues.
4. **Discuss selection and appointment internal auditor for 2022/23, adopt internal audit checklist – recommendation to be made to full Council**  
Cllrs discussed the details of the CAPALC Internal Audit service. The audit is very comprehensive, and Cllrs felt that it would be of benefit to use their service. **Cllr R McGee proposed** that the Parish Council instruct CAPALC to carry out the internal

audit for the Parish Council next year 2022. **Cllr P Kent 2<sup>nd</sup>, 1 Cllr abstained, All others were in favour.**

The Clerk will inform the previous Internal Auditors and CAPALC of the decision.

5. **Discuss and approve additional cost for the Clerk to register and upload CiLCA portfolio £410.00**

The Clerk advised the Finance Committee that there is an additional charge to allow her to register and upload modules. **Cllr R McGee proposed** that payment be made when the Clerk registers, **Cllr P Kent 2<sup>nd</sup>, All Cllrs were in favour.**

6. **Information only – CAPALC have offered to reimburse Councillor training costs £75.00 for the late Mark Richardson to offset against the Clerk CiLCA training costs**

Noted by Cllrs.

7. **Review of Clerk and RFO hours - inc additional hours and pay for the Clerk to complete CiLCA qualification**

Cllrs discussed the requirement for both the Clerk and the RFO on occasions to work more than their contracted hours and the Clerk to be allowed additional hours to complete the CiLCA qualification. **Cllr K Mitchell proposed** that he can approve additional hours for both the Clerk and RFO, **Cllr P Kent 2<sup>nd</sup>, All Cllrs were in favour.**

8. **Confirmation of back payment for Clerk and RFO to cover annual increment for FY 21/22 to national pay scales**

The 21/22 pay scales have not yet been published, **Cllr P Kent proposed** that when the pay scales are release that the Clerk and RFO should receive the increment backdated to April, **Cllr P Hayes 2<sup>nd</sup>, All Cllrs were in favour.**

9. **Discuss and approve for Cllr J Schonfeldt and Cllr S Collison to attend Planning Training – cost £50.00 per delegate**

Cllr S Collison is unable to attend this session. **Cllr P Kent proposed** that the Finance committee approve Cllr J Schonfeldt to attend Planning Training, **Cllr K Mitchell 2<sup>nd</sup>, All Cllrs were in favour.**

10. **Discuss and approve a budgeted amount to delegate to the Clerk to spend on Councillor and Staff training without approval from full council**

**Cllr K Mitchell proposed** that the Clerk be allowed to approve and book Cllrs and staff on to training courses when required without needing to gain approval at Council meetings, **Cllr P Kent 2<sup>nd</sup>, All Cllrs were in favour.**

11. **To formally approve the cost for repairs to the Play areas £9255.20**

It was agreed at the last General Purposes meeting that the order for repairs to the play parks be placed with Kompan. The Council received two quotations for the work. The Clerk approached other supplier but was unable to secure any further quotations. **Cllr R McGee proposed** that the amount of £9255.20 be approved, **Cllr P Kent 2<sup>nd</sup>, All Cllrs were in favour.**

12. **To formally approve £5,000 contribution from Fenstanton Parish Council for LHI-London Road St Ives**  
confirm that the amount specified in the LHI application was for £5,000, **Cllr K Mitchell proposed** £5,000 contribution is approved, **Cllr R Mc Gee 2<sup>nd</sup>, All Cllrs were in favour.**
13. **Discuss what is required in order to update list of current signatories for Bank Account**  
**Cllr K Mitchell proposed** as previously discussed that the Parish Council, that the PC move all accounts to Unity Trust Bank, **Cllr P Kent 2<sup>nd</sup>, All Cllrs were in favour.**  
Changes in staff and Cllrs have meant problems with making changes to the current accounts. The RFO and Clerk will make enquiries. It was suggested that members of the Finance and Constitution Committee should be signatories on the new accounts and there should be two members to approve all payments made.
14. **Consider applications for Parish Grants, to include (any) allocations between S137,S19,S106 and CIL -recommendation to be full Council**  
Applications have been received and Cllrs discussed all applications and which to recommend being considered at a Full Council Meeting.  
Application from the Community Café – Councillors agree that this application should go to full council for consideration as it provides a direct benefit to the village and therefore can be funded through S137.  
Application from the Glebe Allotment Association – Councillors felt that this application was premature as the Planning Application has not yet been agreed for the dwellings and new allotment area. Also, as part of the negotiations the Parish Council have requested that the Diocese of Ely provide fencing. Therefore, it was decided that this should be deferred until there is a clear picture of what is happening with this site and this application would not be recommended to full council at this time.  
Application from the Scouts – Councillors were surprised by the application as there have been no discussions with the Parish Council regarding the plans they have for this site. It was felt that the plans are beyond the scope of a Parish grant. The Finance and Constitution felt that further discussions are need and discussions regarding other avenues of funding. Therefore, the committee did not feel this application should be recommended to Council at this time.  
Application from the Friendship Club – Councillors agreed that this application should be recommended to full council as it is a direct benefit to the village and therefore can be funded through S137.  
Application from the Football Club – Councillors agreed that this application should be recommended to full council and funding can come from S106, LGMP Act and remainder from S137.  
Application from the Bowls Club – Councillors agreed this should be discussed further before any funding can be agreed. The Parish Council would like to see quotations for the work and accounts from the Bowls Club. Cllr R McGee proposed that the Parish Council will give financial assistance on a match funding basis subject to further discussions on ownership and evidence of repair costs, Cllr P Kent 2<sup>nd</sup>, All Cllrs in favour.

Application from Lifeline Fund – Councillors agreed, whilst a worthwhile cause they are unable to offer funding as it does not fit the criteria required.

**15 Review of expenditure against budget up until 30<sup>th</sup> September 2021 and projection until year end**

The RFO advised Cllrs that the forecast is on track unless there are any surprises.

**16 Discuss and draft budget for 2022/23 – recommendation to full council**

The RFO ran through the Budget for 2022/23, Cllr R McGee advised that the Parish Council are likely to spend more on green area maintenance, this is due to taking on new areas in the north ward. The Clerk will also be doing more hours, so this will need budgeting.

**17 Discuss Precept for year 2022/23 - recommendation to full Council**

Cllrs discussed the precept for 2022/23, it was decided that the Finance and Constitution Committee would recommend to full council an increase of 20%. This is due to the Parish becoming larger, taking on more work around the Village. CIL money will not always be available. The Clerk will enquire with HDC if there is more CIL money expected.

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

No comments

Meeting closed 20.11

Chairman Signature (Kevin Mitchell) .....

\*please note number 15 -18 on the agenda are numbered 9 -12 in error.