



FENSTANTON PARISH COUNCIL

Meeting Minutes

Finance and Constitution Committee

held at the Church Centre, Fenstanton on Thursday 17th March
2022 at 19.00

Present: Cllr P Hayes, Cllr P Kent, Cllr R Mcgee, and Cllr K Mitchell (Chair), Cllr A Puntambekar and Cllr C White

In attendance: The Clerk – J Perez

Minutes

1. **To receive any apologies of absence and to receive any declarations of interest**
No apologies and no declarations of interest.

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

2. **To approve the minutes of the Finance and Constitution Meeting held on Thursday 7th October 2021**

Cllr P Kent proposed that the minutes of the Finance and Constitution meeting held on Thursday 7th October 2021 were a true record of the meeting, **Cllr R McGehee 2nd, all other Cllrs approved. RESOLVED that the minutes are approved.**

3. **Year end**

3.1 Accounts

Cllr K Mitchell updated Cllrs on the summary to year end. He covered the actuals, anticipated and budget for the year.

3.2 Internal Audit

Capalc will be conducting the internal audit. The Clerk and Cllr K Mitchell will be meeting with the internal auditor on Monday 28th March.

3.3 AGAR and key dates

The AGAR key dates will be published shortly.

3.4 External Audit

PKF Littlejohn will complete the external audit between July and September 2022

3.5 Confirm Budget for 22/23

Cllr K Mitchell proposed that the budget of £138,298.00 be accepted and approved, **Cllr P Kent 2nd, all Cllrs were in favour. RESOLVED that the Budget is approved by the Finance and Constitution committee and will be taken to full council for approval.**

3.6 Review for FY 22/23 for approval at Annual Parish Council Meeting

Will be discussed for approval at the Annual Parish Council Meeting on the 12th May 2022

Please note that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at this meeting it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting

The Clerk left the meeting room

4. Clerk

4.1 Salary - Cost of Living rise - FY 21/22

Cost of living increase accepted and back dated.

4.2 Salary increment -FY 22/23

Salary increased 2 scales to SCP26 from April 2022.

4.3 Performance Review 21/22

Cllr K Mitchell will discuss with Cllrs and organise a date for the review.

4.4 Increase in annual leave entitlement

The annual leave increase to 22 days, in addition to normal bank and public holidays, and 2 extra statutory days

The Clerk returned to the meeting

Cllr P Kent would like to acknowledge the great work that the Clerk has provided over the last 12 months. **Cllr P Kent proposed** that all items 4.1,4.2,4.3 and 4.4 are approved, **Cllr R McGee 2nd, all Cllrs were in favour. RESOLVED to approve.**

5. Policies

5.1 Standing orders

Cllr K Mitchell proposed that the standing orders are approved, **Cllr P Kent 2nd, all Cllrs were in favour – RESOLVED that standing orders were approved by the Finance and Constitution committee**

5.2 Discuss whether to adopt the Local Government Association Model Code of Conduct

Cllr K Mitchell proposed that the Finance and Constitution committee accept the model code of conduct subject to the approval at full council, **Cllr P Kent 2nd, all Cllrs were in favour. RESOLVED to accept the new local government association Model of Conduct subject to approval by full council.**

5.3 Financial Regulations

6.18 of the Financial Regulations currently allows the Clerk to make a purchase on behalf of the Parish Council to the value of £250.00 without other authorisation, **Cllr P Kent proposed** that this should be increase to a value of £500.00, **Cllr K Mitchell 2nd all Cllrs were in favour.**

11 (h) of the Financial Regulations currently says that (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the Clerk or RFO shall strive to obtain 3 estimates, **Cllr A Puntambekar proposed** that the lower amount be increase to £300.00, **Cllr K Mitchell 2nd, all Cllrs were in favour. RESOLVED that the Financial Regulations to be amended as detailed above.**

5.4 Review all policies

Cllrs discussed the possibility of adding other policies to policies the PC currently have in place. The Clerk will investigate if there is a Covid policy. All Policies will go to the annual Parish Council meeting in May for approval.

5.5 Review Asset register

Cllr K Mitchell suggested deferring until final accounts for year end 21/22

5.6 Review standing orders and direct debits

The standing orders and direct debits are reviewed at each meeting. Defer to the Annual Parish council meeting.

6. Recruitment of RFO & Comms/admin support

6.1 Progress to date

There have been no applications for the position so far. The Clerk will investigate other areas to advertise the position, including Capalc and Indeed.

6.2 Cover – interim locum RFO

The clerk will make enquiries with Capalc about the procedure and cost of employing a Locum RFO. The Clerk will also contact local accountancy companies.

7. Website

7.1 Audit – accessibility

Cllr K Mitchell advise that the website needs to be reviewed to ensure that the Parish Council is accessible to all. The Clerk will speak with other PC Clerks.

7.2 Management of legal requirements (minutes, notices, accounts, etc)

Cllr K Mitchell advised that some documents need updating and adding to the website. Cllr K Mitchell will discuss and pass to the Clerk to take over the management of the website.

Meeting closed 20.00

Chairman Signature (Kevin Mitchell)