

FENSTANTON PARISH COUNCIL

Minutes

of the Finance & Constitution Meeting Fenstanton & Hilton Primary School, Fenstanton
Thursday 12 July 2018 @ 19.30 pm

Present: Cllr Henderson (Committee Chairman)
Cllr Buchanan
Cllr Kent

In Attendance: Annette Eggett (Clerk)

1 To appoint the Chairman of the Committee

It was proposed that Cllr Henderson remain as Chairman of the Committee. This was agreed.

Proposed: Cllr Kent; Seconded: Cllr Buchanan; All in favour

2 Apologies for absence

Cllr White.

3 Declarations of interest

None.

4 To approve the minutes of the meeting held on 26 April 2018 already circulated.

These were approved and it was noted that Cllr Buchanan had not been present.

Proposed: Cllr Kent; Seconded Cllr Henderson. All in favour.

5 Financial Regulations and Standing Orders plus other policies/documents

The Clerk had circulated:

- Financial Regulations (revised)
- Standing Orders (revised)
- Code of Conduct (redone)
- Grants Policy (new)

5.1 Financial regulations and Standing Orders

There had not been enough time for all Councillors to read and comment although Cllr Kent had done so. Notes were taken of this comments and these would be incorporated into the next draft by the Clerk. Cllr Henderson and the Clerk would liaise on these taking into consideration the Transparency Guide.

ACTION: Clerk/Cllr Henderson

5.2 Code of Conduct

Cllr Henderson reminded members that the Parish Council was an apolitical group representing parishioners without any consideration of anyone's political views.

5.3 Grants Policy

The Clerk was asked to add a note about feedback from successful applications about how the money was used and requesting permission to use any pictures of successful projects for Parish Council publicity. The closing dates for applications would be stressed. **ACTION: Clerk**

5.4 Review Dates

Cllr Henderson suggested fixing review dates for all documents.

- 6 To approve payments required before Full Council meeting**
 These were approved. Other payments due would be presented at Full Council on 26 July. It was noted these were presented to F&C as Full Council meeting was later this month (for committee reports).
Proposed: Cllr Kent; Seconded Cllr Buchanan. All in favour.
- 7 To sign the Cambridge Building Society forms for renewed access to the account.**
 Those present could not recall who the original signatories were. It was decided to get the document signed by Cllrs Kent and White to start the proceedings. The Clerk would then forward to Cambridge Building Society.
ACTION: Cllrs/the Clerk
- 8 Village Sports Day – promotional costs**
 These had been kept low (circa £150) and were noted.
- 9 Office matters**
- 9.1 **Clerk's pension**
 It was noted that a scheme with AVIVA had been started.
- 9.2 **To consider (and approve) Clerk request to subscribe to additional software for the office.**
 Adobe Acrobat for internal document production and editing - £130.00 a year. This was approved.
Proposed: Cllr Kent; Seconded Cllr Buchanan. All in favour.
- 10 To accept notices & matters for the next agenda**
- 10.1 **Documents** - as discussed at agenda item 5.
- 10.2 **CIL**
- Cllr Kent felt that if any CIL projects were to involve CCC and HDC they should be presented to Full Council.
 - The Clerk to cross reference on Full Council, General Purposes and F&C when appropriate.
 - Clerk to check necessity (or not) of obtaining three quotes for complex or non-standard work.
 - Cllr Henderson and the Clerk had met with a pond specialist – his report to go onto agenda as part of CIL short list.
 - Cllr Henderson confirmed there had been interest at the Village Sports Day on the possibility of a cycle-way down The Fen to the guided bus. Cllr Kent volunteered to help on this project by talking the landowners involved.
 - Cllr Kent felt it would be beneficial to achieve something visible quickly.
 - The Clerk would refer to CIL investments in the next Spectrum issue (no issue in July).
- ACTION: Clerk/councillors**
- 10.3 **Terms of Reference for all committees**
 Cllr Buchan volunteered to work on these; the Clerk to forward to him those that she could find in the office.
ACTION: Clerk/Cllr Buchanan
- 10.4 **Grants**
 The Clerk would also make mention of the Grant Application period in the next Spectrum issue.
ACTION: Clerk
- 11 Parish matters to note**
- 11.1 **Hilton Road / Pear Tree Close vegetation**
 Cllr Kent reported that this vegetation was overgrown and suggested it be added to the Community Pay Back scheme list of works.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 20.32