

FENSTANTON PARISH COUNCIL

Minutes of the Finance & Constitution Meeting

Fenstanton & Hilton Primary School, Fenstanton

Thursday 26 April 2018 @ 19.30 pm

Present: Cllr Henderson (Committee Chairman)
Cllr Dartford
Cllr Kent
Cllr Lee
Cllr White

In Attendance: Annette Eggett (Clerk)

1. Apologies for absence

Cllr Caswell.

2. Declarations of interest

None.

3. To approve previous minutes

3.1 To approve the minutes of the meeting held on 23 November 2017

Cllr White queried the date on the agenda; the Clerk confirmed the date was correct on the set of minutes to be signed (as above). Approved.

3.2 To approve the minutes of the meeting held on 18 January 2018

Approved.

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

4 Financial Regulations and Standing Orders

4.1 Financial Regulations

The new draft (circulated) was discussed in detail. The Clerk to update with points made during discussion and the new draft to be discussed again at the next Finance & Constitution meeting.

4.2 Standing Orders

Cllr Dartford pointed out that she had specifically asked for this item to go onto the agenda. Although work had started on the redraft the Clerk had not had time to circulate. Cllr Dartford suggested the additional points below:

- a) Committee members can only be changed at the Annual Meeting of the Parish, unless extenuating circumstances exist and with approval of full council.
- b) Committees to be made up of a maximum of six councillors; four councillors plus the Chairman and Vice Chairman
- c) No member/councillor will have the authority to employ or engage personnel without prior agreement of the Finance & Constitution Committee at a formal meeting; to be ratified by full council
- d) All employment documents must be signed by the Parish Council Chairman and countersigned by a member of the Finance & Constitution Committee

These are to be added to the new draft of the Standing Orders; more work was required including cross referencing to the Good Councillors' Guide to Transparency and Finance; the new draft to be discussed again at the next Finance & Constitution meeting.

ACTION: Clerk & Cllr Henderson

5 Office matters – the Clerk left the room

5.1 Clerk's salary and contract

It was agreed:

5.1.1 to transfer the Clerk's salary at the same level to the new scale for 2018-2019 from April 2018 payment;

5.1.1 that the Clerk would be asked to contact CPALC to obtain the paperwork for a job evaluation;

5.1.3 that were the evaluation to indicate that the Clerk was being underpaid this committee would need to consider how this was handled in light of current budget; **ACTION:Clerk**

5.1.4 it was agreed that incremental payment should be linked to qualifications achieved.

Proposed: Cllr White; Seconded Cllr Lee. All in favour.

5.2 Clerk's Pension

It was agreed the employers' contribution should be set at 2% and backdated (if possible) to cover the Clerk's period of employment to date. It was suggested Cllr Pryke may be able to assist. **ACTION:Clerk**

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

6 Payments

The Clerk's suggestion to pay HMRC electronically was approved (see 7 below).

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

7 Online banking

After a detailed discussion it was decided that, with the correct protocols that would continue to be in place (and referred to within the Financial Regulations and Standing Orders) there would be no requirement for two signatories to log onto the bank to authorise payments. The spreadsheet of payments and invoices concerned would be presented to the council for authorisation (initialling) by two signatories as happened currently. The same applies for authorisation for bank transfers as and when required. The Clerk to cancel the one on line authorisation set up so far and inform Full Council.

ACTION: Clerk

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

8 CIL and Risk Assessment Discussion

The CIL discussion will be a 'stand-alone' working party meeting; the Risk Assessment will be carried over to a Full Council meeting. There would not be a Chairman for this meeting but it would require a facilitator.

9 To accept notices & matters for the next agenda

- Financial Regulations
- Standing Orders

10 Parish matters to note

10.1 Brampton Parish end of year accounts brochure

The Clerk was asked to obtain a copy of this for the Parish Council to see with a view to considering something similar at a future date.

10.2 Drains and potholes – Manor Drive, Hall Green Lane, Behagg Way and Apple Tree Close

Cllr Kent confirmed that he had written to Cllr Bates who in turn had involved Highways and a drain clearance has been carried out. He also confirmed that the potholes had been put on a 5 day emergency notice for action. The Clerk was asked to report potholes on Cambridge Road (leading out of the village). Potholes on Behagg way had already been reported.

ACTION:Clerk

10.3 **Supplier invoice issue**

Cllr Henderson clarified the outcome of meeting to discussion inflation on a supplier's invoices. The issue had been clarified and a balance cheque would be raised (approved at this meeting).

10.4 **Tendering process**

It was noted that some work should be done on the subject of the tendering process.

ACTION:Cllr Henderson/Clerk/F&C Committee

THERE BEING NO OTHER BUSINESS THE MEETING WAS CLOSED AT 21.35