

**FENSTANTON PARISH COUNCIL**  
**Minutes of the Finance & Constitution Meeting**  
**Fenstanton & Hilton Primary School, Fenstanton**  
**Thursday 26 October 2017 @ 19.30 pm**

---

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

**In Attendance:** Miss A Eggett (Clerk)

**1. Apologies for absence**

Apologies had been received from Cllrs Dartford and Caswell

**2. Declarations of interest**

None.

**3. To approve the minutes of the meeting held on 31 August 2017**

There were no comments and the minutes were signed by Cllr Henderson.

**Proposed: Cllr Lee; Seconded Cllr Henderson. All in favour.**  
**To note Cllrs Kent and White were not present at the last meeting**

**4. Matters arising**

4.1 To note minutes of previous meetings have not been posted on the Parish Council website which should be rectified immediately. Noted. The Clerk to ensure all meetings are covered on the website.

4.2 Cllr Caswell is now set up as a bank signatory. Noted. There was now a total of five signatories; the Clerk to remove any Councillors as and when necessary.

4.3 The Clerk now has online access to bank accounts. Noted. This applied to all Lloyds Bank accounts; the account at Nationwide to be added.

**5. To consider and approve the move to automated payments and setting up of Direct Debits and Standing Orders**

After discussing the appropriate protocol for on-line payments, including the retention of a cheque book, the Clerk was asked to liaise with auditors, CAPALC and Lloyds Bank before including in the agenda for the next full Parish Council meeting. There was agreement to setting up Direct Debits and Standing Orders where appropriate.

**Proposed : Cllr Lee; Seconded : Cllr White; Vote : carried**

## 6. To consider grant applications received

Cllr Henderson closed the meeting at 19.45 to allow representatives of organisations present to outline their respective applications and to take questions; he then re-opened the meeting at 20.07 at agenda item 7.

*Meeting closed: 19.45*

### 6.1 Applications received with supplementary information:

#### 6.1.1 Fenstanton Village Sports (S19).

An updated statement was tabled and an amount of £470 (or above) was requested to continue to run this event which benefitted, and was enjoyed, by all who attended.

*Meeting opened: 19.51; closed: 19.51*

### 6.2 Applications received without supplementary information:

#### 6.2.1 Fenstanton Friendship Group - an amount of £200 had been requested to help with the hire of a vehicle for outings. Councillors expressed concern that the correct procedure had not, once again, been followed in the application and of the structure of this group.

*Meeting opened: 20.00; closed: 20.01*

#### 6.2.2 The Rainbow Group (S137)

An amount of £100 had been requested to help with the running of this group (which was guiding for young girls' under seven years of age). Insurance costs had taken most of the fees paid in so far. Cllr White pointed out that the Rainbow Group had only been formed in September of this year and was therefore unaware of the procedure for application. The Councillors appreciated the work that starting the group had involved. The Clerk to ensure all applicants for funding receive the appropriate form for completion in future.

*Meeting opened: 20.07 when the following decisions were taken:*

### 6.3 Grant Application Decisions

#### 6.3.1 Fenstanton Village Sports (S19). It was decided that a sum of £500 should be granted.

**Proposed : Cllr White ; Seconded : Cllr Kent; Vote : carried**

#### 6.3.2 Fenstanton Friendship Group

It was decide to decline this application.

**Proposed : Cllr White ; Seconded : Cllr Lee; Vote : carried**

#### 6.3.3 The Rainbow Group

It was decided that a sum of £200 be granted. open

**Proposed : Cllr Kent ; Seconded : Cllr Lee; Vote : carried**

**7. To consider OPTIMUM card or similar as method of payment for incidental Parish expenses**

It was agreed that an Optimum card with a cap of £50 would be acceptable with the proviso that the Clerk liaises with the auditors and outlines protocol.

**Proposed : Cllr Lee ; Seconded : Cllr Kent; Vote : carried**

**8. To consider quotes for work to trees**

Councillors pointed out this was on the wrong agenda and the Clerk to add to the agenda for the General Purposes Committee; the Clerk also to check on one tree at Honey Hill.

**9. To consider and approve the budget for Parish Remembrance Wreath and a donation to the British Legion**

It was decided to purchase a wreath for £20 and a donation of £130 making a total of £150. Clerk to liaise with Cllr Dartford.

**Proposed : Cllr White ; Seconded : Cllr Kent; Vote : carried**

**10. IT Upgrades and support**

The Clerk had suggested dispensing with the need for three quotes for future computer upgrade given the work put in already by KTS. It was confirmed three quotes were required.

**11. Clerk's Pension**

Permission was granted for the Clerk to begin pension scheme as per contract.

**12. Data Protection Day**

The Clerk's attendance at this seminar was approved; the Clerk to liaise with Cllr Caswell on attendance.

**13. Risk assessment review**

The risk assessment should be updated by the Chairman of individual Committees. Cllr Henderson and the Clerk to look at the risk assessment.

**14. Parish matters to note**

**14.1 Light in churchyard**

Cllr Lee confirmed that the churchyard light was not working. The item was to be put on Burial Board agenda and the Clerk to organise repair.

**14.2 Hilton Road shrubbery**

Cllr Kent reported a complaint received from a resident about overgrown shrubbery on Hilton Road. The Clerk had reported this; this was not HDC responsibility but CCC. A reply from CCC was awaited.

**14.3 Contingency policy**

Cllr Kent suggested there should be a level of approval in place outside of the full council meetings for matters of urgency or public risk. Cllr Lee agreed that there should be a contingency plan in place and suggested the

combination for approval could be the Chairman of the Council and a Chairman of a Committee (in liaison with the Clerk); Cllr Henderson felt it should be any Councillor in case of unavailability and but agreed, stating that this should be linked to a policy within Standing Orders.

**14.4 Depreciation**

Cllr Henderson pointed out that there was nothing in the budget or accounts for replacement equipment (no depreciation)

**THERE BEING NO OTHER BUSINESS THE MEETING ENDED AT 21.19**