

FENSTANTON PARISH COUNCIL

Notice of Meeting

I hereby give notice that the next meeting of FENSTANTON PARISH COUNCIL, Finance and Constitution Committee will be held at Fenstanton and Hilton Primary School, School Lane Fenstanton PE28 9JR on Wednesday 26th March 2025 at 18.30

All members of the committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

Jo Perez
Clerk
21/03/2025

The Public and Press are cordially invited to be present.

Finance & Constitution Committee

Council Members:- Cllr M Collison, Cllr N Ferrier, Cllr Peter Hayes, Cllr M Hewitt (Chair), Cllr A Mustill & Cllr A Puntambekar.

AGENDA

1. **To receive any apologies of absence and to receive any declarations of interest**

Comments and observations from members of the public (NB comments should be relevant to items on this agenda only)

2. **To approve the minutes of the Finance and Constitution Meeting held on Thursday 3rd October 2024**
3. **Approve for Cllr T Yates to join the Finance and Constitution committee.**
4. **Discuss and decide on a recommendation to present to the Full Council for the advertisement of a new Clerk/RFO, including a budget for advertising, Job Description/s, hours, and salary and to discuss employing a Locum Clerk in the interim.**
5. **CIL spend 2025, ratify the decision to include the Flagpole and Flags as CIL Spend.**
6. **Insurance Renewal, check the schedule against the Asset Register to ensure full coverage and check that VE Celebrations will be covered and authorise payment.**
7. **To ratify the decision that both the Finance Chairman and the Assistant to the Clerk have been added to the bank accounts for full access, due to the resignation of two of the authorised Cllrs and the Clerk/RFO and decide on another Cllr to be added.**

8. **Review authorisation for other accounts including CCLA, Unity Bank and Cambridge Building Society due to the resignation of two authorised Cllrs and the Clerk/RFO and decide which Cllrs are to be added.**
9. **Ratify amendment to cost code 30 of the budget to bring it in line with the Precept.**
10. **Consider and decide on what action is required to facilitate the internal audit booked with Capalc for 2024/25, and confirm a date with Capalc.**
11. **Consider and decide on what action is required to complete the external audit for 2024/25.**
12. **Consider and decide on what action is required to complete the PAYE for 2024/25 and set up for 2025/26 to ensure that the Assistant clerk is paid in April.**
13. **Consider and decide on what action is required to complete Pension payments for the Assistant Clerk and remove Clerk and who will take responsibility.**