

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 the Church Centre, Fenstanton on Thursday 24th April 2025 at 19.00

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.

Ali Watchman assistant Clerk
16.04.2025 *Ali Watchman*

The Public and Press are cordially invited to be present

Finance & Constitution Committee

Council Members:- Cllr M Collison, Cll N Ferrier, Cllr Peter Hayes, Cllr M Hewitt (Chair), Cllr A Mustill Cllr A Puntambekar (Vice Chair) and Cllr T Yates.

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 Wednesday 26th March 2025.**
3. **Update on hire of new Parish Clerk & RFO.**
4. **Discuss and decide on Locum RFO renumeration.**
5. **Discuss need for Locum clerk.**
6. **Review General Risk Assessment to take to the Annual Parish Council meeting 29th May for approval.**
7. **Review of standing orders and policies, prior to internal audit and AGM to make sure they are current.**
8. **To review current financial position.**

Ali Watchman,Assistant Clerk Fenstanton Parish Council
6 High Street, Fenstanton, Cambs PE28 9LQ
Telephone (01480) 465300 / Email: assistantclerk@fenstantonparishcouncil.org.uk/www.fenstantonpc.org

9. **Year End 24/25**

10.1 Accounts
10.2 Internal Audit
10.3 AGAR and key dates
10.4 External Audit
10.5 Confirm Budget for 25/26
10.6 Review for FY 24/25 for approval at Annual Parish Council Meeting.

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 agenda item 11 it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting whilst these items are discussed.

9. **Assistant Clerk – annual review/ offer outgoing Clerk a formal exit interview.**

a) Assistant Clerk performance review
b) Assistant Clerk salary review

Ali Watchman,Assistant Clerk Fenstanton Parish Council
6 High Street, Fenstanton, Cambs PE28 9LQ
Telephone (01480) 465300 / Email: assistantclerk@fenstantonparishcouncil.org.uk/www.fenstantonpc.org