

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 Monday 8th September 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.

S Barber Clerk/RFO 2.9.25

Sarah Barber

The Public and Press are cordially invited to be present

Finance & Constitution Committee

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

All meetings are recorded by the Clerk or Assistant Clerk

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 13th May 2025.**
3. **To approve the minutes of the Finance and Constitution meeting held on 25 April 2025.**
4. **Approve following list of documents to submit to Full Council for approval**
   - Standing Orders – Update, change staffing references etc.
   - Finance & Constitution ToR – Update to remove staffing matters
   - Staffing Committee ToR
   - Financial Regulations – 2025 Update
   - Formal Scheme of Delegation
   - Working Group Policy
   - Festival (or Events) Committee
   - Complaints Procedure
   - Biodiversity Policy
   - Volunteer Policy
5. **Review Terms of Reference for Committees for approval at full PC meeting.**
6. **Finance**
   - Update on budget vs spend (Balance Sheet & Cash flow statements)
   - Bank account update
   - AGAR update.
   - Clarify claiming of Tax for external organisations (BVFD, The Journal, Welcome Space)
7. **Discuss and decide on Uplift for Assistant Clerk.**
9. **Set up bulk payment with Lloyds Bank**
10. **Discuss Welcome Space Income and Expenditure 25/26**
11. **To discuss and decide the budget for Age UK**

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