

FENSTANTON PARISH COUNCIL

Minutes Parish Council Extraordinary Meeting

held at the Church Centre, Fenstanton on Thursday 13th August at 19.00

Present: Cllr M Hewitt (Chair), Cllr S King, Cllr R McGee (Vice), Cllr K Mitchell, Cllr A Mustill and Cllr T Yates.

In attendance: Sarah Barber (Clerk)

Parishioners: None

26/27-98 **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).*

Apologies – Cllr J Purkiss, Cllr M Collison.

Declarations of interest- None.

26/27-99 **Update on year-end finances, AGAR and internal audit.**

The internal auditor completed the audit and made recommendations.

- One recommendation relating to approval of the budget and precept was resolved after evidence was provided showing Council had approved these in October 2024.
- The auditor noted that budget/spending reviews should be carried out more regularly. Members acknowledged this and agreed improved monitoring would take place going forward.
- A £24 discrepancy was identified on the Unity Trust Bank reconciliation. This was traced to bank charges that had not been recorded due to difficulties accessing bank statements. The reconciliation has now been corrected.
- It was discovered that Anne had been inadvertently removed from the Unity Trust account when signatory changes were previously made. This is now being rectified.
- Members confirmed that monthly reconciliations were otherwise being completed satisfactorily.
- Minor housekeeping issues were identified, including updates to the asset register and administrative improvements to AGAR record keeping.
- Year-end finances showed:
    - Opening balance (April 2025): £192,144.53
    - Receipts: £297,322.50
    - Payments: £293,296.71
    - Closing balance (31 March 2026): £196,170.32
- The Council noted that financial reserves remained healthy.

26/27-100 **Approve applying for debit cards from Lloyds for Community account.**

Cllr Proposed the Council approved applying for debit cards for the Lloyds Community Account. **Cllr T Yates 2nd. All in favour. RESOLVED. Apply for debit cards for Lloyds community account.**

26/27-101 **Consider purchase of old laptop for the Assistant Clerk.**

Cllr T Yates Proposed the assistant clerk can purchase the old laptop once it has been wiped of all PC information for the amount recommended by KTS. **Cllr K Mitchell 2nd. All in favour. RESOLVED assistant to the Clerk can purchase the old laptop.**

26/27-102 **To consider and determine the arrangements for the 2026 Christmas Market, including approval of the event budget, governance and financial arrangements, allocation of responsibilities, and any other decisions necessary to enable planning to commence.**

Cllr M Hewitt Proposed the Christmas Market will remain a Parish Council-led event for the 2026 financial year. Governance, budget review and financial oversight will be delegated to the Finance and Constitution Committee, with recommendations to be brought back to Full Council for consideration. **Cllr T Yates 2nd. All in favour. RESOLVED the Christmas market will remain a PC led event.**

26/27-103 **Approve Bank Balances to date and approve bank reconciliation – July.**

Chair signed statements. Deferred to September meeting for all Councillors to see balances.

26/27-104 **Payment Schedule – approve July invoices.**

Cllr M Hewitt Proposed all payments are made. **Cllr T Yates 2nd. All in favour. RESOLVED all payments are made.**

Ref	Payee	Description	Net	Admin/ Materials	Vat	Total	Method
1	Ali Watchman mileage		TBC			TBC	BACS
2	David Bracey inv 1351	Play Park inspection	250.00		50.00	250.00	BACS
3	Chris Burns Handyman Inv 08/26	29.6-2.8.2026	1,030.00			1.030.00	BACS
4	Cambridge Acre inv 9268	Cambridge ACRE membership	62.08		12.42	74.50	BACS
5	Fenstanton C C inv	Welcome space	TBC			TBC	BACS
6	Fenstanton C C inv	Meeting room hire	TBC			TBC	BACS
7	Gym Service UK inv 2309	Outdoor gym equipment service	330.00			330.00	BACS
8	HDC inv 70112100	Election costs	3,701.08			3,701.08	BACS
9	HDC 70112351	July ex classes	172.00			172.00	BACS
10	Ibbett's inv 130096	Handyman equipment	64.38		12.87	77.25	BACS
11	KTS inv 260502	Online back up 365 std, ESET and 365 online exchange plans	116.23		23.25	139.48	BACS
12	More space inv 4835	1 month's rental of storage	52.88		10.57	63.45	BACS
13	Naturespace inv CAM 962	w.c 13 and 27 July 2026	1,700.00		340.00	2,040.00	BACS
14	Shred station inv 1117311	Collection of confidential waste	50.00		10.00	60.00	BACS
15	Staff costs	Salaries, expenses, pension, PAYE and NI. INC uplift for assistant	TBC			TBC	BACS
16	Viking inv 4410944261	Office equipment	231.89		46.39	278.28	BACS
17	Fen Drayton and Fenstanton church inv 2026/18FPC	Food/drink for volunteers BVFD	136.25			136.25	BACS
18	Five shades of gray inv 1	Band for BVFD	300.00			300.00	BACS
19	Andrea Palmer	Reimbursement for various for BVFD	81.24			81.24	BACS
	Standing Orders and Direct Debits						
20	Places for people	Garage Rental -	63.57		12.71	76.28	DD
21	Tim Brain	Office rental -	199.00		-	199.00	SO
22	O2	Clerk Mobile	12.96		2.59	15.55	DD
23	Lloyds Bank	Charges ac 5169	4.25			4.25	DD
24	Eon inv 0010	Clock tower electricity	24.95		1.25	26.20	DD
25	Ecotricity 08912118	MUGA electricity	18.84		.94	19.78	DD
26	Ecotricity 09083922	The Hub electricity	37.33		1.87	39.20	DD
27	Ecotricity 09325080	The Hub Electricity	40.74		2.04	42.78	DD
28	Ecotricity 09325081	MUGA electricity	27.710		1.38	29.08	DD

26/27-105 **Payments received.**

The Welcome Space – Cash received to be banked
£44.00 - Burial Fees
£46.30 – 00055
£3.75 – Allotment rent.

26/27-106 **Agenda Items for Next Meeting-** *Any business, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.* **The Journal payments.**

Meeting Closed 20.05.

Signed Martin Hewitt (Chair)……