Fen Ditton Parish Council

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All members of the Council are summoned to attend the Monthly Meeting of Fen Ditton Parish Council on Tuesday, 14th January 2025 at 7.00 p.m. **Marleigh Parish Office** for the purposes of considering and resolving the business to be transacted at the meeting as set out in the agenda below.

Members of the public are invited to address the meeting between 7.00 p.m. and 7.15 p.m.

Indira Hui Raha
PC & RFO
1st Floor, The Hanger Building,
Jubilee Sq, Valiant Lane,
CB5 8BX

A G E N D A

LGA 1972 s12 10(2)(b) states that business must be specified on the agenda; therefore the Council cannot lawfully agree any matter that is not on the agenda. * indicates an agenda item for reporting only

2025/07 To receive apologies

2025/08 Open forum for members of the public

2025/09 To approve the Minutes of the meeting held on 3rd Dec 2024 & to approve minutes of the Extraordinary meeting held on 7th January 2025.

2025/10 To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary interests in relation to any items on the agenda

2025/11 To receive reports from and questions to:

1. County Councillor/s
2. District Councillors

2025/12 Clerk's report and matters arising from the Minutes.
Update on Bank Reconciliation Q3.
Update on Unity Bank account mandate status.
Update on VAT Return.
Update on Nationwide change of contact details.
IT Infrastructure update.

2025/13 To approve payments made during the month and accounts for payment and note payments made:

Clerk Salary	Dec 2024	£1197.70
Clerk Expenses (Paid for batteries)		£4.95
NEST Pension		£69.26
MC Garden Maintenance (Remaining half)	Sep 2024	£591.00
Transferred to Equal's Money Card	18-Dec-24	£100.00
Transferred to Equal's Money Card	16-Dec-24	£200.00
Transferred to Equal's Money Card	24-Dec-24	£200.00
SCRIBE	Monthly- Direct Debit	£67.20
Hayden Woodruff	Cleaning Bus shelter	£15.00
Red Shoes	Payroll	£48.60
Simpson's Nursery	For Trees	TBA
Wave	6 months prepaid	£42.60
Source4b	6 months prepaid	£103.95
HMRC	Paye	£75.89

2025/14 To approve payments made during the month from Equal's money pre-loaded card:-

Amazon – Printer Cartridge –Not compatible, Return placed, but failed to return on time.	25/11/24	£42.35
Amazon – LaserJet Printer	26/11/24	£70.99
Amazon - Keyboard and Mouse	28/11/24	£126.98
Ryman - Stationary	30/11/24	£4.99
Co-Op – Supplies for Parish Meeting	03/12/24	£5.00
Salento – Approved Grant for Marleigh Event	05/12/24	£50.00

	IONOS Cloud Ltd Monthly debit	07/12/24	£2.40
	Amazon – Rack unit	09/12/24	£82.59
	Amazon- Sealed Lead Acid Battery	10/12/24	£31.07
	Post office – Post and Stamps	11/12/24	£16.85
	Land Registry – Download docs	12/12/24	£7.00
	Asda Monthly Debit - Telephone	15/12/24	£4.00
	Vodafone ltd – Clerk Mobile phone	15/12/24	£10.00
	Co-op - Supplies	16/12/24	£0.95
	Amazon – MISC IT supporting items	16/12/24	£19.96
	Amazon – MISC IT supporting items	17/12/24	£41.99
	Amazon - Projector	17/12/24	£156.70
	Timpson ltd – Duplicate keys	22/12/24	£10.00
	Amazon Internal SSD (Backup unit)	28/12/24	£129.59
	Arthur Rank Hospice – Recycling of Christmas Tree	16/12/24	£20.00
2025/15	To note refund received on Equal's money card :- Items returned to Amazon	16/12/24	£198.69
2025/16	To note money received – 6/12/24 Cemetery provision £45 24/12/24 Grant from CCCouncil for Ground Maintenance £440.74 31/12/24 Interest Received in Business Saver £577.27		
2025/17	To consider following planning applications and tree works applications For info only NIL		
2025/18	Proposal to delegate pension account management to Redshoes, monthly payroll charges will increase by £3.		
2025/19	To invite tenders for a Handy Man services based on an hourly rate. Appendix 1		
2025/20	To accept notices and matters for the next agenda It should be noted that no decisions can lawfully be made under this item. LGA 1972 s12 10(2)(b) states that business must be specified, therefore the Council cannot lawfully agree any matter that is not on the agenda.		
2025/21	To resolve to carry out agenda items in closed session in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.		

The next meeting of the Council will be held on 4th February 2025.

Appendix I

The council frequently gets small maintenance jobs in the village that usually involves a single procurement process, which is time consuming.

A few small jobs, for example, the drain on drinking fountain on the Rec is blocked, the odd brick comes loose from the village sign, or looses bolt on a swing seat etc. These type of jobs are difficult to get contractors to undertake as they are so small and in the past some were done by volunteers.

The proposal is we go out to tender for a Handy Man Service, with a price based on an hourly rate, and give the clerk an annual budget to call off the service as and when required. A budget for such a service was approved at the 8th Jan25 meeting

While this is well under the amount required for the tender process, it is necessary in this case as a person who has an interest in bidding is also a councillor, and this must therefore be fully transparent.

Proposal; To invite tenders for a Handy Man service based on an hourly rate.

Proposal: In one month appoint the best tender received.