



# SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON 16 FEBRUARY 2021  
Held Virtually - Meeting commenced at 7.30pm

## PRESENT:

**Parish Clerk** Jo Keeler

## Councillors

Kieran Cooper (Chair)

Sue Whitney

Jayne Merrick

Tony Orgee Arrived 7.49pm

Kevin Cuffley

Brian Milnes

David Bard

## 1 APOLOGIES FOR ABSENCE

Rajni Padia (Personal)  
Colin Groves (Work commitments)  
Beck Laxton (Personal)

## 2 DECLARATION OF INTEREST FOR THIS MEETING

None

## 3 CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2020

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard **TO ACCEPT** the minutes of 17 November 2020.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

## 4 CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 02 DECEMBER 2020

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Sue Whitney **TO ACCEPT** the minutes of 02 December 2020.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

## 5 MATTERS ARISING

None

## 6 TO AGREE THE SIGNATORIES ON THE UNITY BANK ACCOUNT

Councillor Kieran Cooper explained that we need to change some signatories on the Unity bank account and that they needed the minute reference where it is agreed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Sue Whitney **TO RECOMMEND TO FULL** the signatories are amended so the current Chair, Vice and all Chairs of each committee are signatories.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

Councillor Tony Orgee arrive 7.49pm

**7 BANK ACCOUNTS**

Councillor Kieran Cooper explained that he and the Clerk are currently working with the accountant to get all our accounts up to date but we really need to open some more accounts so we do not have more than £85k in each account.

We have also just accepted the S106 money from the H1b site on Babraham Road so this money will need to be accounted for too.

This was discussed at length and agreed the S106 money should be in separate accounts and Councillor Jayne Merrick offered to look into this.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Brian Milnes **TO RECOMMEND TO FULL** that Councillor Jayne Merrick looks into opening 3 more accounts, 2 for S106 money and a 3<sup>rd</sup> to spread the excess money from all the other accounts so no one account has more than £85k in it.

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

**8 TO DISCUSS STANDING ORDERS (AMENDMENT TO THE FIGURES IN THE CONTRACT REGULATIONS)**

Councillor Kieran Cooper explained that the public contract figure regulation in our Standing Orders have recently been amended by NALC which we need to update. (This amendment is on our website)

It was **proposed** by Councillor Tony Orgee and **seconded** by Councillor Brian Milnes **TO RECOMMEND TO FULL** we update our standing orders in line with NALC.

**VOTE: 6 FOR : 0 AGAINST 1: ABS**

**9 TO DISCUSS THE BT INTERNET LINE AT THE OFFICE**

Councillor Kieran Cooper explained that we currently have two BT lines into the office, one for web hosting and one for the internet line. These lines are no longer required as we have moved to another company.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes **TO CANCEL** both these accounts as no longer required.

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

**10 COMPLETED EXTERNAL AUDIT REPORT 2019/2020**

The committee had a copy of the external audit (available on the parish council website) and discussed the external auditor comment regarding the parish council risk assessment. Councillor Kieran Cooper explained that the F & GP committee did discuss the risk assessment last year and it went to March full parish when there was a discussion regarding the risk assessment in the current pandemic. Unfortunately, this then got missed off future agendas and wasn't officially adopted until later in the year.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard **TO RECOMMEND TO FULL** the report for comments.

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

**11 TO DISCUSS THE VINDIS LEASE**

Councillor Kieran Cooper requested we go into camera for this agenda item due to the sensitivity.

**Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters**

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Brian Milnes to go into camera.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

The committee discussed the current Vindis lease.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Brian Milnes to go back into session.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

**12 TO DISCUSS OPUS ENERGY STREET LIGHTING CONTRACT FOR PAMPISFORD PARISH COUNCIL**

Councillor Kieran Cooper explained that last year we agreed to add Pampisford parish street light energy contract to ours and we would then invoice them. The energy company OPUS invoice monthly so the Clerk has asked Pampisford Parish Council if they will now take on the payments now the energy has been transferred which they agreed to. This is for information.

**13 TO DISCUSS THE FOI AND PUBLICATION SCHEME POLICIES**

At the F&GP meeting in November the committee queried the overlap of information between the FOI policy and the publication scheme.

The Clerk explained that the publication scheme includes information that the council is expected to routinely and proactively make available to the public and we must have both these policies.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Tony Orgee **TO RECOMMEND TO FULL** we maintain both the FOI policy and the Publication Scheme, reviewing the FOI policy at July's F&GP meeting.

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

**14 TO DISCUSS THE NEIGHBOURHOOD PLAN AND THE POSSIBILITY OF A PROJECT MANAGER**

Councillor Kieran Cooper explained there was a discussion at the last Neighbourhood Plan meeting whether we should appoint a project manager to take forward the plan. If so, we should prepare a brief and put it out to tender and create a budget for it.

Councillor Kevin Cuffley explained it is quite apparent that we as a parish council do not have the expertise to complete the plan. He explained that Waterbeach have just completed theirs and he has requested a copy to see what they have done with regards to a project manager. We also need to balance what we'll gain from having our own neighbourhood plan and the cost of producing one. He believes it is still going to be a 2 year project to complete. We have stagnated and reached our limit to where we can get to without a project manager.

Councillor David Bard explained the main benefit enables communities to have more control over developments within the village.

Councillor Kevin Cuffley is currently working on the Terms of Reference and statement for the neighbourhood plan and will send to all councillors a draft in the next couple of weeks. This is to be made an agenda item for July F&GP meeting to discuss further.

**15 IT UPDATE**

Councillor Kieran Cooper explained that Grace Solutions have now created councillor email accounts and insist on making the mailboxes as safe as possible. He will get a few people to test these over the next couple of weeks so we can then roll them out to all councillors. Councillor Kieran Cooper is currently hosting our website until Red Graphic take it over.

**16 TO REVIEW RISK ASSESSMENT**

Councillor Kieran Cooper wanted to ensure we have reviewed the risk assessment before completing the next annual audit. The committee had a copy of the risk assessment prior to the meeting to review and make comments. Councillor Tony Orgee asked for one amend under the best value accountability: Normal parish council practise would be to seek, if possible, three quotations. This should be amended to Normal parish council practise is to always seek three quotations.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Tony Orgee **TO RECOMMEND TO FULL** we accept the reviewed risk assessment with the above amend.

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

**17 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING – F&GP ONLY**  
None

**Meeting closed 9.14pm**