

SAWSTON PARISH COUNCIL

MINUTES FINANCE AND GENERAL PURPOSES COMMITTEE 3 April 2012

PRESENT: Chairman: Dr D R Bard

Clerk: Mrs J F Keeler

Councillors:
Miss S E Clarke
K J L Cooper
Mrs S A Hatton
E C Murray

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs P J Awbery-Maskell

2 **DECLARATIONS OF INTERESTS FOR THIS MEETING**

None were declared

3 **MINUTES**

The minutes of the meeting held on 29 November 2011 were read, confirmed and signed.

It was **PROPOSED** by Councillor E C Murray and **SECONDED** by Councillor Miss S E Clarke to **ACCEPT**

VOTE: 5 FOR : (UNANIMOUS)

The minutes of the meeting held on 3 January 2012 were read, confirmed and signed.

It was **PROPOSED** by Councillor E C Murray and **SECONDED** by Councillor K J L Cooper to **ACCEPT**

VOTE: 5 FOR : (UNANIMOUS)

4 **MATTERS ARISING – New information only**

None

5 **COMMITTEE EXPENDITURE SHEETS**

The Committee went through the finance sheets. It was asked that for the Annual Meeting separate sheets for each Committee are supplied.

Also amend the sheets so that the reserve money each financial year shows as capital money and the word surplus money is used, not profit.

It was ***PROPOSED*** by Councillor K J L Cooper and ***SECONDED*** by Councillor E C Murray to ***ACCEPT*** the Expenditure Sheets.

VOTE: 5 FOR : (UNANIMOUS)

6 REVIEW FINANCIAL REGULATIONS

Even though the Parish Council agreed to review the Financial Regulations every three years the Clerk had been told by the Internal Auditor, Mr G Whitfield, that it was good practice to review them yearly.

It was ***PROPOSED*** to ***RECOMMEND*** to Full Council by Councillor E C Murray and ***SECONDED*** by Councillor Miss S E Clarke that the Parish Council ***ACCEPTS*** the Financial Regulations as they stand and in future review them at every the Finance & General Purposes Committee Meeting every March.

VOTE: 5 FOR : (UNANIMOUS)

7 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING – F & GP ONLY

Councillor K J L Cooper asked that the Parish Council reviews their website in the near future.

With regards to the Church Clock, it was ***AGREED*** that the Clerk contacts Mr S Abercrombie after May to ask if he could give an update, if any work is needed etc.

Meeting closed at 8.25pm