

# SAWSTON PARISH COUNCIL

MINUTES FINANCE AND GENERAL PURPOSES COMMITTEE 3 July 2012

**PRESENT:** Chairman: Dr D R Bard Clerk: Mrs J F Keeler

Councillors:

Miss S E Clarke

K J L Cooper

K Cuffley

Mrs S A Hatton

E C Murray

**1 APOLOGIES FOR ABSENCE**

None

**2 TO ELECT A CHAIRMAN OF THE FINANCE & GENERAL PURPOSES COMMITTEE FOR THE ENSUING YEAR**

Councillor Dr D R Bard was *PROPOSED* by Councillor Mrs S A Hatton and *SECONDED* by Councillor Miss S E Clarke for the position of Chairman.

As no other candidates were nominated a vote took place and Councillor Dr D R Bard was elected Chairman.

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

**3 TO ELECT A VICE-CHAIRMAN OF THE FINANCE & GENERAL PURPOSES COMMITTEE FOR THE ENSUING YEAR**

Councillor E C Murray was *PROPOSED* by Councillor Miss S E Clarke and *SECONDED* by Councillor Mrs S A Hatton for the position of Vice-Chairman.

Councillor K J L Cooper was *PROPOSED* by Councillor K Cuffley, but was not *SECONDED* for the position of Vice-Chairman.

As no other candidates were nominated a vote took place and Councillor E C Murray was elected Vice-Chairman.

**VOTE: 5 FOR : 1 ABSTENTION (DRB as Chairman)**

**4 DECLARATIONS OF INTERESTS FOR THIS MEETING**

None were declared

## 5 MINUTES

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

It was **PROPOSED** by Councillor Miss S E Clarke and **SECONDED** by Councillor Mrs S A Hatton to **ACCEPT**

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

## 6 MATTERS ARISING – New information only

None

## 7 COMMITTEE EXPENDITURE SHEETS

The Committee went through the finance sheets.

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

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

## 8 REVIEW WEBSITE

Councillor K J L Cooper asked that as the new website had been in use for over a year was the Parish Council happy with the content and is the current site meeting the Parish Council's needs.

The Clerk confirmed that she was happy with keeping the website up to date with the minutes, contact names and numbers etc and confirmed information was added that was felt appropriate.

Councillor K J L Cooper explained that the Parish Council does not have the log in details for the domain name and the admin password. In terms of risk management he felt the Parish Council should have these and agreed to draft a letter to be sent to Shaggy Dog.

It was **PROPOSED** to **RECOMMEND** to Full Council by Councillor K J L Cooper and **SECONDED** by Councillor Miss S E Clarke that the Parish Council continues to use the services of Shaggy Dog.

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

## 9 INTERNAL CONTROLS

Councillor K J L Cooper asked the Committee what they were doing as far as internal controls were concerned.

Councillor Dr D R Bard explained that when an item was purchased it was discussed at the relevant Committee Meeting and then taken to Full Parish as a recommendation. If agreed the order was placed, confirmation received, item received and invoice

received. The Clerk has a stamp that was recommended by the Accountant which was used on all invoices. This states which meeting it was agreed at and which budget the money goes to along with the cheque number once paid. The cheques are signed by the Clerk and two other Parish Councillors, usually the Chairman and Vice – Chairman.

With regards to petty cash, the Parish Council has £150 per month which was used for stamps etc. The Clerk uses a petty cash book where every item purchased with petty cash is listed and receipts obtained.

The Parish Council does take action when advised and are following procedures.

The Committee agreed with the way the accounts were set out.

## **10 – OFFICE SECURITY**

Councillor E C Murray explained that he felt the Parish Council Office should have a video entry system for added security and safety due to lone working of staff every day throughout the year.

The Clerk had 3 specialist companies in to quote but as yet had only received 2 quotations.

Briar Systems	- £1,630.00 + vat
Annual Maintenance	- £ 65.00 + vat per year
Advance Security Ltd	- £1,339.00 + vat
Annual Maintenance contract including 24 hour on call service	- £ 95.00 + vat per year

It was **PROPOSED** to **RECOMMEND** to Full Council by Councillor E C Murray and **SECONDED** by Councillor Miss S E Clarke to **ACCEPT** Advance Security Quotation unless the Clerk received the third quote in time, which would be taken into consideration.

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

**Meeting closed at 8.16pm**