



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 15 NOVEMBER 2016

At Link Road Parish Council Offices - Meeting commenced at 7.30pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

David Bard (Chairman)

Beck Laxton

Kieran Cooper (Vice-Chairman)

Janet Martin

Kevin Cuffley

Raymond Matthews

Colin Grove

Brian Milnes

1 APOLOGIES FOR ABSENCE

None

2 DECLARATION OF INTERESTS FOR THIS MEETING

None

3 MINUTES OF THE MEETING

The minutes of the meeting held on **05 July 2016** were read, confirmed and signed.

Item 9 – Format of Minutes and Agendas. It was agreed to use full names not just surnames and no titles.

Item 10 – IT Support Contract. Councillor Kieran Cooper explained that this was included in the remit of the Internet Working Group which has met once. Councillors Kieran Cooper and Brian Milnes will arrange a meeting with the Clerk to establish requirements.

Item 11 – OHP for meeting room. Councillor Beck Laxton thanked Councillor Brian Milnes for organising the screen in the meeting room.

Item 12 – Parish Council Website/Internet Sub-Committee. Councillor Brian Milnes confirmed he will arrange a date once he has spoken to the Clerk.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to **accept** the minutes.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

4 MATTERS ARISING – New information only

None

5 BUDGET SETTING

The Committee considered the budget sheets for each committee; totals as follows:

- F & GP £71,376.00
- Staff Management £119,740.00
- Cemetery £8,500.00

- Planning & Environment £35,507.63
- Recreation & Open Spaces £75,542.00

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to **recommend** to Full Parish a total budget of £310,665.63 representing a 3% increase on 2016/17 precept. The 2017-18 tax base had not been received from South Cambridgeshire District Council so the exact effect on the Band D equivalent could not be calculated.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

6 REMOVAL OF SIGNATORIES FROM CO-OPERATIVE BANK ACCOUNT

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Beck Laxton to approve the removal of Mrs Sally Hatton & Mr Eugene Murray from the Co-operative Bank Accounts (Account Numbers: 65371716 & 65373840)

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

7 INTERNAL & EXTERNAL AUDIT

The Audit reports were noted.

8 RECORDING OF MEETINGS

A Councillor has asked if the Committee would consider the purchase of a video camera and recording the Full Parish meetings ourselves to put online. This was discussed and agreed the recording that is now done by a member of the public is sufficient however it was suggested that we consider purchasing a table microphone to improve online sound quality. Councillor Janet Martin pointed out that as there is no legal requirement for the Parish Council to record meetings and as budgets are tight the Committee should not agree purchases that are unnecessary.

Councillor Beck Laxton **proposed** we fund the purchase of a microphone to improve online sound quality. As there was no seconder this proposal fell.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Janet Martin to leave the recording of meetings as it stands

VOTE: 7 FOR : 1 AGAINST

9 REVIEW SECTION 137 POLICY

The Committee discussed the existing policy which restricts the Parish Council from donating to groups who have been unsuccessful in obtaining funding from other public bodies e.g. the County Council.

This was discussed and it was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to leave the policy unchanged, as it is likely we will receive an increased number of requests for funding projects where the County Council and other public bodies have rejected requests.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

Councillor David Bard thanked Councillor Beck Laxton for amending the format of the form.

10 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING – CONCERNING FINANCE & GENERAL PURPOSES ONLY

None

Meeting closed 9.30 pm