



# SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON 04 JULY 2017

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	Brian Milnes
Colin Groves	Rajni Padia

## 1 TO ELECT A CHAIRMAN OF THE FINANCE & GENERAL PURPOSES COMMITTEE FOR THE ENSUING YEAR

Councillor Kieran Cooper was **nominated** by Councillor Brian Milnes and **seconded** by Councillor Beck Laxton.

Councillor Rajni Padia was **nominated** by Councillor ~~Kevin Cuffley~~ Colin Groves and **seconded** by Councillor Kevin Cuffley.

Councillor Kieran Cooper explained that he has been a member of the Parish Council for more than 10 years and Vice Chairman of this Committee for the last year. In addition, he has extensive experience in finance as a Company Director and a Charity Trustee.

Councillor Rajni Padia informed the meeting that he has his own accountancy business and is Chairman of a Charity Foundation. He is responsible for accounts and finance and deals with these on a daily basis.

Votes for Councillor Kieran Cooper: 4

Votes for Councillor Rajni Padia: 3

Councillor David Bard abstained as current Chairman of the Committee.

Councillor Kieran Cooper was duly elected as Chairman and congratulated on his position.

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

Councillor Rajni Padia was nominated by Councillor Kevin Cuffley and seconded by Councillor Kevin Cuffley

Councillor Beck Laxton was nominated by Councillor Brian Milnes and seconded by Janet Martin

Votes for Councillor Rajni Padia: 4

Votes for Councillor Beck Laxton: 3

Councillor Kieran Cooper abstained as Chairman of the Committee

Councillor Rajni Padia was duly elected as Vice Chairman and congratulated on his position.

## 3 APOLOGIES FOR ABSENCE

None

## 4 DECLARATION OF INTERESTS FOR THIS MEETING

None

## 5 MINUTES OF THE MEETING

The minutes of the meeting held on **04 April 2017** were read, confirmed and signed.

Amendments to Minutes – two misspellings – Illness and Colin in Item 3

Item 3 – As progress on the website has come to a halt it was agreed that the Clerk should arrange a meeting of the Working Group to discuss what is required for the website and to develop a specification for obtaining quotations.

**ACTION: The Clerk**

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Kevin Cuffley to **accept** the minutes with the above amendments.

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

## 6 MATTERS ARISING – New information only

None

## 7 FIRE SAFETY

The Clerk has collated information regarding the requirements and recommendations following the recent Fire Risk Assessment carried out on the office and pavilions. The information includes regular checks to be carried out by the Clerk, signage, carbon monoxide detectors as well as non-flammable cabinets for the ground store.

This was discussed and it was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to **recommend** to Full Parish that the Clerk can spend up to £1,000 to action the recommendations.

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

## 8 LOAN FOR PROPOSED PAVILION

Councillor David Bard explained that in January 2015 the Parish Council agreed to take out a loan for £250k to build a new pavilion on the gifted piece of land at Cambridge City. This loan was not taken out as the application for the Cambridge City FC had not been accepted and it is taking longer than expected. The Parish Council has been budgeting for the repayments because if the Parish Council does not build on this gifted piece of land the money will be needed to spend on Lynton Way pavilion.

It was agreed for the Clerk to investigate the terms of the loan and it will be an agenda item for the next Finance & General Purposes meeting. It is hoped a decision will have been made on the Cambridge City application by this time.

**ACTION: The Clerk**

## 9 RESERVES

The Clerk provided details of the money in reserves which was discussed with the committee. There is £4,787.00 in the Bank Account which was opened when Spicers pavilion was built and is used when work is needed on the pavilion.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor David Bard to **recommend** to Full Parish that the Clerk uses this money first from the Spicers account when paying for work on the pavilion so the account can eventually be closed as it is not required anymore.

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

Councillors Kieran Cooper and Rajni Padia agreed to look into bank interest rates so we can split the Reserves balance across accounts with a maximum of £85k in each account for protection of funds.

**ACTION: Councillors Kieran Cooper & Rajni Padia**

There is £73,470 in the S106 account of which £55k will be used on the play equipment that is currently being installed at Lynton Way.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Brian Milnes to **recommend** to Full Parish that we use all the money in the S106 for the play equipment and take the rest from reserves subject to the Clerk checking with SCDC that we are able to do this.

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

**10 IT SUPPORT IN THE OFFICE**

This was discussed under Item 5 above.

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

Councillor Beck Laxton also asked if recycling at the office could be an agenda item for the next F & GP meeting.

**Meeting closed 9.10pm**