



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 28 NOVEMBER 2017

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

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kieran Cooper (Chairman)

Beck Laxton

David Bard

Janet Martin

Kevin Cuffley

Brian Milnes

Colin Groves

1 **APOLOGIES FOR ABSENCE**

Rajni Padia - Poorly

2 **DECLARATION OF INTERESTS FOR THIS MEETING**

None

3 **MINUTES OF THE MEETING**

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

It was ***proposed*** by Councillor Janet Martin and ***seconded*** by Councillor David Bard to ***accept*** the minutes.

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

4 **MATTERS ARISING – New information only**

None

5 **RECYCLING AT THE PARISH COUNCIL OFFICE**

Councillor Beck Laxton asked the Clerk in a previous meeting to look into recycling at the office.

The Clerk explained she hadn't received information yet from SCDC regarding recycling. This was discussed and Councillor David Bard explained there would be a cost for this as we are classed as a business. The Clerk explained that the office doesn't generate a lot of rubbish, maybe one dustbin bag per week which the cleaners take away.

It was agreed to have this as an agenda item for the next Finance & General Purposes meeting and more information to be sourced.

6 **LOAN FOR PROPOSED PAVILION**

Councillor Kieran Cooper explained that in January 2016 the Parish Council agreed to take out a loan to build a pavilion on the gifted piece of land at Cambridge City

Football Club's new ground in Sawston. This loan was not taken out due to the uncertainty of the football ground as the application had gone to appeal at the time and also the uncertainty of the loan interest rates.

The Clerk had checked with CAPALC and the time and events would suggest the original decision was negated and the council would re-think its plans.

The money for the re-payments of the loan has been budgeted for and is in reserves. After discussion it was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Janet to **recommend to Full Parish** that we put the money into the budget and defer the decision of taking out the loan to the next F&GP meeting when we will know if the permission has been granted.

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

7 TO DISCUSS THE QUOTES FOR FIRE SERVICES PACKAGE AT OFFICE AND PAVILLIONS

The Clerk explained that last year we accepted a quote for a fire service package which included a fire risk assessment, fire extinguisher, fire alarm, smoke detectors and emergency lighting checks (2 visits per year).

This was due again and the Clerk tried to obtain three quotes. One company didn't respond and another didn't have the time to quote. The third company is the same company that we used previously and has quoted £556.80 + vat per year for the above service excluding the fire risk assessment as this only needs to be carried out every 3 years.

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Beck Laxton to **recommend to Full Parish** that we accept the quote for £556.80 per year for the next two years and then when we get quotes for the following three years we can include the fire risk assessment.

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

The Clerk explained to the committee that the lights were not working in one of the changing rooms at Spicers and an electrician has been out to inspect them. On inspection he found the actual sensor had blown and was extremely burnt. As this had not tripped out this was a major problem and it was suggested we have an electrical survey done on the whole building which the Clerk has organised as an emergency.

The last electrical survey was signed off in 2016, as these are recommended to be done every 3 years the Clerk has been asked to write to the last contractor to explain why they think this has happened.

8 TO DISCUSS ADDITIONAL SECURITY CAMERAS AT MILL LANE AND SPICERS PAVILIONS

The Clerk explained that the replacement CCTV camera system put in at Mill Lane pavilion is of higher quality than the one we have at Spicers pavilion. The cameras are much clearer and the unit records for 12 months whereas the previous system only recorded monthly. There is also a screen at the pavilion so the Clerk can easily access/record footage if needed.

The Clerk recommended that we install another two cameras at Mill Lane pavilion which would link into the current system at a cost of £526.42 (inc vat). One would face the back of the pavilion and one would face the car park. The reason for this would be because of the anti-social behaviour in this area.

The Clerk also had a quote for installing 6 cameras at Spicers pavilion of £1,664.84 (inc vat) again with the screen and better-quality cameras and a cost of £1,424.84 (inc vat) for replacing the cameras at the ground store.

This was discussed and the committee felt the cameras at the ground store didn't need to be replaced.

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Kevin Cuffley to **recommend to Full Parish** that we go ahead and install the additional cameras at Mill Lane pavilion and replace the camera system at Spicers pavilion at the above costs.

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

9 TO DISCUSS GENERAL DATA PROTECTION WITHIN THE PARISH COUNCIL

Councillor Kieran Cooper explained that he and the Clerk are attending General Data Protection Courses. The Clerk will make this an agenda item for the next F&GP meeting so we can give updates.

10 TO DISCUSS ADDITIONAL BANK ACCOUNTS INTEREST RATES FOR RESERVE MONEY

Councillor Kieran Cooper explained that Councillor Rajni Padia has prepared a list of different bank accounts listing their rates of interest so the council can move some money from reserves.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor David Bard to **recommend to Full Parish** that we distribute our reserve money so we don't have more than £85k in any one institution. Some more analysis will be gathered for the next full parish meeting.

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

11 TO DISCUSS THE ESTIMATES FOR THE TAX BASE (PRECEPT) FOR SAWSTON

We have received an estimate from SCDC of the tax base for Sawston Parish for the precept for 2018/19 which was discussed. The Parish Council was also asked if they wanted to comment of the frequency of the precept payment which is currently twice a year. It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Janet Martin that we continue to receive the precept in two instalments.

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

12 BUDGET SETTING FOR 2018/19

The committee looked at each budget sheet and calculated the precept for 2018/19.

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Brian Milnes to **recommend to Full Parish** a precept of £314,415 for 2018/2019.

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

None

Meeting closed 9.29pm