



# SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON 3 JULY 2018  
At Link Road Parish Council Offices - Meeting commenced at 7.30pm

## PRESENT:

**Parish Clerk** Jo Keeler

### **Councillors**

Kieran Cooper (Chairman)

Beck Laxton

Rajni Padia (Vice Chairman)

Janet Martin

Beck Laxton

Brian Milnes

Kevin Cuffley

Jayne Merrick

Tony Orgee

David Bard

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

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to nominate Councillor Kieran Cooper as Chairman of the Finance and General Purposes Committee for the ensuing year.

**VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)**

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

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kevin Cuffley to nominate Councillor Rajni as Vice Chairman of the Finance and General Purposes Committee for the ensuing year.

**VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)**

## 3 APOLOGIES FOR ABSENCE

None

## 4 DECLARATION OF INTERESTS FOR THIS MEETING

None

Councillor Brian Milnes arrived (7.35pm)

## 5 MINUTES OF THE MEETING

The minutes of the meeting held on 20 March 2018 were read, confirmed and signed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to **accept** the minutes.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

**6 MATTERS ARISING – New information only**

None

**7 TO AGREE THE UPDATED VERSION OF STANDING ORDERS**

The Committee had a revised copy of Standing Orders which had been formatted by Councillor Brian Milnes. This was discussed at length. It was agreed to review the existing document against the most up-to-date model from NALC and to consider rewriting some of the language. An updated draft can then be discussed by F&GP later in the year.

In the meantime, it was **proposed** by Councillor Brian Milnes **TO RECOMMEND TO FULL PARISH COUNCIL** and **seconded** by Councillor David Bard that we amend the reference to the Standards Board (items 15.3 & 45.1) and change it to the SCDC Monitoring Officer.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

**8 TO DISCUSS THE INTERNAL AUDIT REPORT FOR 2017/2018**

The committee had a copy of the internal audit report for 2017/2018. This was noted by the committee.

**9 TO DISCUSS THE VINDIS LEASE**

The current 10 year lease for the Parish Council owned land that Vindis lease is due for renewal in September 2018. The committee discussed if the Parish Council wanted to renew the lease and for how long and for how much.

The Clerk confirmed Vindis are happy to continue the lease and they have considered their options thoroughly and are keen to continue with the current arrangement regarding the lease of the land with the suggestions below:

- The new lease to be for a period of 10 years, with Vindis having the option of a 3 year break clause and the ability to break each consecutive year from the end of the 3rd year
- The monthly payment to continue at the same rate
- Vindis to have first refusal to purchase the land, should the Council decide to sell

It was **proposed** by Councillor Beck Laxton and **Seconded** by Councillor Jayne Merrick to **RECOMMEND TO FULL** that we continue to lease the land to Vindis with a 3 year break clause with a year's notice for either side and revise the rent. Also, to have a yearly increment with the rent. The Clerk to seek professional advice for the rental value and also the capital value. For legal reasons, The Parish Council could not offer them first refusal if we were to sell the land.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

It was **proposed** by Councillor Tony Orgee and **seconded** by Councillor Janet Martin to **RECOMMEND TO FULL** that we employ a solicitor to draw up a new contract.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

**10 TO DISCUSS THE POSSIBILITY OF EXTENDING THE PARISH COUNCIL OFFICE**

Councillor Beck Laxton explained that the current meeting room at the office wasn't really fit for purpose due to its size. This was discussed.

It was ***proposed*** by Councillor Brian Milnes and ***seconded*** by Councillor Beck Laxton to ***RECOMMEND TO FULL PARISH COUNCIL*** that we ask the original architect to come in and discuss the possibilities for reconfiguring the internal space at the office without the need to extend.

**VOTE: 7 FOR : 3 AGAINST**

**11 TO DISCUSS THE PARISH COUNCIL WEBSITE**

Councillor Kieran Cooper has produced a brief for the new Parish Council website which was discussed at length. There were some amends which were discussed and it was agreed that the new site should be functional, easy to use and easy to update. Councillor Kieran Cooper agreed to make the relevant amends and send to all Councillors before the full parish meeting.

It was ***proposed*** by Councillor Rajni Padia and ***seconded*** by Councillor Brian Milnes to ***RECOMMEND TO FULL PARISH COUNCIL*** that we accept the amended brief.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

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

Councillor Rajni Padia explained that two of the fixed rate deposit accounts have been set up and there are two more that need to be completed. The Clerk needs to get these accounts set up ASAP so we don't lose out on the interest. Councillor Rajni Padia and Councillor Kieran Cooper offered to help the clerk set up these accounts.

**Meeting closed 9.00pm**