



# SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON 20 NOVEMBER 2018

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

**PRESENT:**

**Parish Clerk** Jo Keeler

**Councillors**

Kieran Cooper (Chairman)

Beck Laxton

Colin Groves

Janet Martin

Kevin Cuffley

Brian Milnes

Tony Orgee

**1 APOLOGIES FOR ABSENCE**

Tony Orgee will be late  
David Bard  
Rajni Padia  
Jayne Merrick

**2 DECLARATION OF INTERESTS FOR THIS MEETING**

None

**3 MINUTES OF THE MEETING**

The minutes of the meeting held on 23 October 2018 were read, confirmed and signed.

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

**VOTE: 5 FOR : 0 AGAINST (UNANIMOUS)**

**4 MATTERS ARISING – New information only**

None

**5 TO DISCUSS RESERVES**

The committee reviewed and noted the current reserves which totalled £386,083 at 31 October 2018, of which £16,646 was S106 contributions. The breakdown of accumulated reserves was also noted. The Clerk will investigate whether there are any time limits on spending the S106 contributions.

Councillor Tony Orgee arrived 7.45pm

**6 BUDGET SETTING 2019/2020**

The committee went through the F & GP budget first.

Councillor Colin Groves arrived at 7.55pm

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Tony Orgee to accept a F & GP budget for 2019/2020 of £83,221.00

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

The committee then discussed the other committees budget requests for 2019/2020.

Staff Management - £122,964.91  
Recreation & Open Spaces - £76,027.00  
Planning - £34,807.63  
Cemetery - £4,000.00  
Finance & General Purposes - £83,221.00

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Beck Laxton to **recommend to full** a precept of £321,021.00 for 2019/2020 which is the band D equivalent of £128.25 – 1.91% increase.

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

**7 TO DISCUSS THE PUBLICATION OF DRAFT MINUTES ON THE PARISH COUNCIL WEBSITE**

The committee discussed if the Clerk should publicise draft minutes on the website. Some councillors felt we should so we have good communication with residents and they don't have to wait until the next meeting to read the minutes and some councillors felt we should only publicise the minutes once they have been ratified. The Clerk explained that due to workload the minutes are not always written up straight away and didn't want the councillors to expect the draft minutes to be on the website within days especially if the Chair of that committee is to look at them too.

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Beck Laxton to **recommend to full** that we start to publicise the draft minutes on our website once they have been looked at by the Chair of that committee.

**VOTE: 5 FOR : 2 AGAINST**

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to have an extension of time for 15 minutes to complete the meeting.

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

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

The committee had a draft copy of standing orders which had been produced by Councillor Brian Milnes. It was agreed to defer this to the next F & GP meeting as not everyone had time to read through it and make comment. The committee was asked to read it and send Councillor Brian Milnes any comments.

**9 TO DISCUSS OUR CO-OPTION POLICY**

The working party have produced a draft policy but it needs to be discussed so it was agreed to defer this item to the next F & GP meeting when a final draft will be discussed.

**10 UPDATE ON THE PARISH COUNCIL WEBSITE**

Councillor Kieran Cooper explained that we need to put the proposal out to tender and he will get together with the Clerk to action.

**11 TO DISCUSS THE FUTURE IMPACT OF THE PROPOSED HOUSING AT BABRAHAM ROAD ON SAWSTON PARISH COUNCIL FINANCES**

Councillor Brian Milnes explained that we need to work with Babraham Parish Council regarding the H1B site and find out if they are prepared to provide and pay for the services for the 158 houses that will be in the Babraham Parish adjacent to Sawston.

This was discussed and the committee felt it wasn't appropriate for us to ask this question.

**12 TO DISCUSS AN EQUAL OPPORTUNITY POLICY**

The Clerk had an Equal Opportunity policy from our HR company but as the committee wasn't given enough time to read it, it was agreed to defer it to the next F & GP meeting.

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

The committee discussed the option of changing the internal rooms of the office to make the meeting room bigger so that full parish meetings can be held there instead of at Spicers Pavilion.

The Clerk did explain that it was not a problem for her to have the meetings at Spicers pavilion if we didn't want to spend unnecessary money. The Clerk did speak to the architect who built the office and has said there can be some internal changes to make the meeting room bigger and estimated the cost of around £7k.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kieran Cooper for the Clerk to obtain quotes for this.

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

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

Councillor Janet Martin asked if we can do an audit of policies for the F & GP meeting in April 2019.

Councillor Kieran Cooper confirmed that as we have completed the budget setting for 2019/2020 the meeting due on 18<sup>th</sup> December is cancelled, but a further meeting in the spring would be useful.

**Meeting closed 9.45pm**