



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 19 FEBRUARY 2019

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

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kieran Cooper (Chairman)

Beck Laxton

Jayne Merrick

Janet Martin

Kevin Cuffley

Brian Milnes

Tony Orgee

David Bard

Rajni Padia

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATION OF INTERESTS FOR THIS MEETING**

None

3 **MINUTES OF THE MEETING**

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

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

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

4 **MATTERS ARISING – New information only**

None

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

Councillor Kieran Cooper thanked Councillor Brian Milnes for drafting this document. There was a lengthy discussion about the document which originally came from NALC and is a document with parts that we are legally bound too.

It was felt by the committee that the document didn't use clear language and is not very user friendly.

It was ***proposed*** by Councillor Beck Laxton and ***seconded*** by Councillor Tony Orgee for Councillor Beck Laxton to contact NALC and ask if there is another version that is clearer.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

It was then agreed that there should be a working group to draft our Standing Orders and create a document to present to the full council.

The working group will consist of Councillor Kieran Cooper, Councillor Beck Laxton, Councillor Brian Milnes and Councillor Rajni Padia.

6 TO AGREE THE DRAFT CO-OPTION POLICY

Councillor Kieran Cooper has created two documents for Co-Option, a process for Co-Option and a policy.

The committee discussed both documents whilst we want to encourage people to become councillors, we felt the Parish Council needs a wide range of skills and commitment.

Co-Option is a way of completing skill sets required rather than an opportunity for people who didn't stand for election to become a councillor.

There is an amendment to item 4.3 which Councillor Kieran Cooper agreed to re write and circulate before full parish.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Jayne Merrick to **recommend to full parish** to adopt the Co-Option policy with the above amend to item 4.3.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

7 UPDATE ON THE PARISH COUNCIL WEBSITE

Councillor Kieran Cooper has received some tenders for the Parish Council website which had been circulated to the committee.

The committee felt the Website working group should look at the tenders and make a recommendation to full council. It was agreed that the working group will meet to discuss and make a recommendation to full parish.

8 TO DISCUSS THE PENSION DISCRETION POLICY FOR THE PARISH COUNCIL

Following recent changes to the LGPS regulations, the Parish Council need to review our discretions policy to include new discretions introduced by, or amend existing discretions affected by the amendment regulations.

As an employer we have a responsibility under the regulations to formulate, publish and keep under review a statement of policy on how we will exercise certain discretions available to our employees, e.g. in what circumstances you would or would not award flexible retirement, or waive an actuarial reduction etc.

The committee has a draft copy of the Pension Discretion policy which the Clerk has produced.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kevin Cuffley to **recommend to full parish** to adopt the amended policy.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

9 TO DISCUSS THE POSSIBILITY OF AN OFFICE EXTENSION

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 contacted the original architect who did have some plans that make the meeting room slightly bigger when the office was originally built and then got an

estimate from a builder to get an idea of how much it would cost. The estimated cost to alter the internal meeting room is £12,450.00.

This was discussed and some councillors felt we wouldn't actually gain that much room because of the column in the hallway and also the kitchen would have to be moved into the storage cupboard so that would be lost.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to **recommend to full** that we do not go ahead with the alterations and continue to hold the full parish meetings at Spicers pavilion.

VOTE: 6 FOR : 1 AGAINST 2: ABS

10 TO DISCUSS THE CYBER INSURANCE POLICY FOR THE PARISH COUNCIL

Councillor Kieran Cooper explained that our current insurers are offering a Cyber insurance policy to all Parish Councils. This was discussed and the committee felt they didn't have enough information to commit to the additional cost of £319.20 per annum.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Beck Laxton for the IT/Website working group to look into.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Tony Orgee to have an extension of time for 15 minutes to complete the meeting.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

11 TO DISCUSS THE EQUAL OPPORTUNITIES POLICY FOR THE PARISH COUNCIL

The Clerk sent out an Equal Opportunity policy from our HR company which the committee discussed.

Councillor Kevin Cuffley asked that we add the background of people to be covered within this policy - background, age, race, nationality etc. This was discussed.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Janet Martin to **recommend to full** we adopt this policy as it is.

VOTE: 8 FOR : 1 AGAINST

12 TO DISCUSS THE SAWSTON PARISH EMERGENCY PLAN

The Parish Council has been asked by SCDC to produce an emergency plan. A draft copy was sent to the committee for discussion. This plan will list things that we may want to consider in the possibility of an event like major fires, explosions, hazardous vapour release listing locally skilled people like first aiders, paramedics, builders, vets etc and also emergency contact lists.

It was agreed a working group should be set up to create this plan for Sawston. Councillor Janet Martin, Councillor Kevin Cuffley, Councillor Jayne Merrick and Councillor David Bard will be on this working group and will produce a plan to recommend to the full council to adopt.

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

None

Meeting closed 9.40pm