



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 25 APRIL 2019

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

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kieran Cooper (Chairman)

Tony Orgee

David Bard

Janet Martin

Kevin Cuffley

Brian Milnes

1 **APOLOGIES FOR ABSENCE**

Councillor Beck Laxton
Councillor Jayne Merrick
Councillor Rajni Padia

2 **DECLARATION OF INTERESTS FOR THIS MEETING**

None

3 **MINUTES OF THE MEETING**

Item 12:Emergency Plan – Councillor Kevin Cuffley explained that the Emergency Plan group has met and are working on the Emergency Plan for Sawston. Each member has been allocated tasks. He also explained that the Police have an Emergency Plan in place but have asked the Parish Council to get a list of First Aiders, District carers etc. The working group have another meeting scheduled and will report back the to relevant Full Parish meeting.

The minutes of the meeting held on 19 February 2018 were read, confirmed and signed.

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

VOTE: 6 FOR : UNANIMOUS

4 **MATTERS ARISING – New information only**

None

5 **TO DISCUSS THE CYBER INSURANCE POLICY FOR THE PARISH COUNCIL**

Councillor Kieran Cooper introduced Mr Ross Bullard from Came & Co, the Parish Council's insurance broker who explained about Cyber Insurance. It is an insurance product used to protect business, Parish Councils and individual users from internet-based risks and more generally from risks relating to information technology infrastructure and activities.

The Annual policy is £391.00 and covers:

- £250,000 limit of indemnity and £25,000 crime limit
- Includes cover for continuing operating expenses
- Includes up to 10 device licences
- Legal liability for the transmission of a virus to a third party
- A specialist IT forensic company to investigate the cause and scope of the cyber event

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Janet Martin to **RECOMMEND TO FULL** we go ahead with this Cyber insurance at a cost of £391 per year on a three year contract and the IT working group look into other ways of protecting the Parish Council with regards to security, back ups and Parish Council email addresses.

VOTE: 6 FOR : UNANIMOUS

Councillor Kieran Cooper then explained that the Parish Council insurance policy was up for renewal and that we would need to agree a new policy at the next full parish meeting.

Mr Ross Bullard explained that he was working on getting three quotes and that we need to be mindful that we have added new play equipment and tractor recently and having all the buildings valued will increase the policy.

He will get the quotes sent to the Clerk who will send out to the committee before the next full parish meeting.

Councillor Kieran Cooper thanked Ross for attending our meeting.

6 TO AGREE THE UPDATED VERSION OF STANDING ORDERS

Councillor Kieran Cooper explained he has not been able to make progress with this as there are still some missing sections and Councillor Beck Laxton is going to contact NALC regarding the wording.

The working group will meet again to discuss and it will be an agenda item for the next F & GP Meeting in July.

VOTE: 6 FOR : UNANIMOUS

7 UPDATE ON THE PARISH COUNCIL WEBSITE

Councillor Kieran Cooper is currently arranging a meeting with the website working group to interview the companies that have quoted.

8 TO DISCUSS A SAFEGUARDING POLICY FOR THE PARISH COUNCIL

Councillor Kieran Cooper explained that as we will be employing a Timebank Co-Ordinator and the work involved with the timebank scheme, the Parish Council should have a Safeguarding policy. This is also a requirement to provide this policy when applying for funding.

This was discussed and it was agreed that the Clerk and Councillor Brian Milnes will look into this and report back to the relevant committee.

It was also suggested the Clerk looks into safeguarding training which would be compulsory for all Parish Council staff and Councillors.

9 UPDATE ON YEAR END

Councillor Kieran Cooper explained that he has been working with the Clerk and accountants on the figures for year end 2018/2019.

The Annual return has some sections that need to be completed and agreed by the Parish Council.

Section 1 – Annual Governance Statement is to confirm that the Parish Council has a sound system of internal control including arrangements for the preparation of the accounting statements.

The committee went through the list.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Cuffley to ***RECOMMEND TO FULL*** all the answers are Yes.

VOTE: 6 FOR : UNANIMOUS

Section 2 – Accounting Statements gives all the figures the year ending 2019 and the previous year. This will be an agenda item for the full parish meeting in May.

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

None

Meeting closed 8.45pm