



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD ON 2 JULY 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

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 David Bard to nominate Councillor Kieran Cooper as Chairman of the Finance & General Purposes Committee for the ensuing year.

VOTE: 7 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 Kevin Cuffley and **seconded** by Councillor Jayne Merrick to nominate Councillor David Bard as Vice Chairman of the Finance & General Purposes Committee for the ensuing year.

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

3 APOLOGIES FOR ABSENCE

Tony Orgee
Rajni Padia
Colin Groves

4 DECLARATION OF INTERESTS FOR THIS MEETING

None

5 TO CONFIRM THE MINUTES OF THE MEETING 25 APRIL 2019

The minutes of the meeting held on 25 April 2019 were read, confirmed and signed.

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

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

6 MATTERS ARISING – New information only

None

7 TO DISCUSS STANDING ORDERS

Councillor Brian Milnes has drafted a copy of standing orders for the Parish Council using the model standing orders from NALC (National Association of Local Councils) This was discussed at length and the committee went through each section of the document.

It was agreed that Councillor Brian Milnes will edit the draft policy and re issue everyone a document that incorporates what has been discussed. Councillor Beck Laxton will then look at the style of the document and take out the sexist language.

This document will then be on September's full parish agenda to be adopted and will be put on our website once agreed.

8 TO REVIEW PROGRESS ON THE NEW WEBSITE

Councillor Kieran Copper reported that we have appointed Red Graphic to design the new website and he is working with them on prioritising the content.

9 TO REVIEW BANK ACCOUNTS

Councillor Kieran Cooper explained that the Clerk is looking at opening two new bank/building society accounts so that we don't hold more than £85k in any one account if possible. We have recently had a large amount of S106 money in so these accounts need to be opened asap.

It was *proposed* by Councillor Jayne Merrick and *seconded* by Councillor Kieran Cooper to **RECOMMEND TO FULL** that we open an account with the Unity Trust Bank who specialise in Parish Councils.

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

It was *proposed* by Councillor Kevin Cuffley and *seconded* by Councillor David Bard to **RECOMMEND TO FULL** that we open an account with the Saffron Building Society.

VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)

10 TO DISCUSS THE IT WORKING GROUP

Councillor Kieran Cooper explained the with the new website we will have a new domain name – sawstonparishcouncil.gov.uk and that the IT group will need to discuss email addresses for councillors etc. Councillor Kieran Cooper will arrange a meeting and asked for any other councillors interested to come along.

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

Councillor Kieran Cooper explained that as a result of the recent internal audit councillors need to be clearer when declaring an interest at meetings and to give a reason. The Clerk will produce a clear check list at meetings to help with this.

Councillor Janet Martin asked for 'Equality process for Councillors' to be put on the next F & GP agenda.

Meeting closed 9.15pm