



SAWSTON PARISH COUNCIL

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

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

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kieran Cooper (Chair)

Beck Laxton

Jayne Merrick

Tony Orgee

Kevin Cuffley

Brian Milnes

David Bard

Colin Groves

1 **APOLOGIES FOR ABSENCE**

Rajni Padia – Personal

2 **DECLARATION OF INTERESTS FOR THIS MEETING**

None

3 **TO CONFIRM THE MINUTES OF THE MEETING 02 JULY 2019**

The minutes of the meeting held on 02 July 2019 were read, confirmed and signed.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to **accept** the minutes.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

4 **MATTERS ARISING – New information only**

None

5 **TO REVIEW RESERVES**

The committee reviewed and noted the reserves and agreed we need to open at least three more accounts so we don't have more than £85k in any one account. Councillor Jayne Merrick offered to look into this and work with the Clerk.

6 **TO AGREE THE BUDGETS FOR EACH COMMITTEE FOR 2020-2021**

The committee started by looking at the F&GP budget for 2020-2021.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Beck Laxton to **accept** a F&GP budget for 2020-2021 of £80,626.00.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

The committee then discussed the other committees budget requests for 2020-2021 and calculated the precept.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kevin Cuffley to **RECOMMEND TO FULL** a precept of £335,839.00 for 2020-2021 which is the band D equivalent if £132.94 - 3.39% increase.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

7 TO REVIEW STANDING ORDERS

Councillor Kieran Cooper explained that Councillor Brian Milnes and Councillor Beck Laxton have revised and amended the current Standing Orders policy for the Parish Council and everyone had a copy before the meeting to read. The committee discussed the revised version.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Tony Orgee to **RECOMMEND TO FULL** that we adopt this version of Standing Orders with the non-substantive changes.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

8 TO REVIEW PROGRESS ON THE NEW WEBSITE

Councillor Kieran Cooper explained that he and Councillor Beck Laxton met with Red Graphic and discussed the site map we require etc for the new website. They came back with a proposal and new site structure which needs to be discussed. Councillor Kieran Cooper, Councillor Beck Laxton and Councillor Brian Milnes will get together again to discuss and look at the format of how documents are loaded.

9 TO DISCUSS THE COMPLETED EXTERNAL AUDIT REPORT 2018-2019

The auditor had made some technical comments about the reporting of some items to do with the PWLB loan, and the allocation of staff costs. These were noted and the Clerk will work to ensure the changes are made at the end of this financial year - both for the current year and for prior years so that the comparison is valid. A copy of the external audit certificate will be available on the council website.

10 TO REVIEW BANK ACCOUNTS

The banks accounts were discussed when reviewing reserves.

11 TO DISCUSS COUNCILLORS SKILLS AUDIT

Councillor Beck Laxton explained she believes it will be useful to have a skills audit of current Councillors so we can see where there are skills gaps when it comes to Co Opting new Councillors. She explained that she thought Councillor Stephen Drew was also interested in helping with this so she will speak to him and report back to the F & GP committee.

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

Councillor Kieran Cooper confirmed that the December F&GP meeting will be cancelled and an additional F&GP meeting will be on Tuesday 18th February 2020.

Meeting closed 9.25pm