



# SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON 18 February 2020  
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

Colin Groves

## 1 **APOLOGIES FOR ABSENCE**

Rajni Padia – Personal

David Bard – Personal

## 2 **DECLARATION OF INTERESTS FOR THIS MEETING**

None

## 3 **TO CONFIRM THE MINUTES OF THE MEETING 19 NOVEMBER 2019**

The minutes of the meeting held on 19 November 2019 were read, confirmed and signed.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Jayne Merrick to ***accept*** the minutes.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

## 4 **MATTERS ARISING – New information only**

None

## 5 **TO REVIEW FINANCIAL REGULATIONS**

The committee received a copy of the model Financial Regulations from NALC but did not have enough time before this meeting to compare it to our current Financial Regulations.

It was agreed to defer this to the April F&GP meeting and Councillor Kieran Cooper agreed to go through the policy and create a draft version for the next meeting.

## 6 **TO REVIEW THE CODE OF CONDUCT**

The committee went through our current Code of Conduct.

It was ***proposed*** by Councillor Tony Orgee and ***seconded*** by Councillor Kevin Cuffley to ***RECOMMEND TO FULL*** to ***accept*** the Code of Conduct.

**VOTE: 5 FOR : 1 AGAINST**

**7 TO REVIEW APPROPRIATE LEVEL OF INSURANCE**

The committee went through the current insurance policy. They discussed areas of land within the village which we are not sure of the ownership. The Clerk explained that Councillor Neil Reid had agreed some time ago to go around the village and make a note of these areas so we can find out ownership and create an audit of these areas. The Clerk will contact Councillor Neil Reid.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Jayne Merrick that we are happy with the current insurance policy.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

Councillor Brian Milnes arrived 8.03pm

**8 TO REVIEW TERMS OF REFERENCE FOR EACH COMMITTEE**

The committee went through each of the terms of reference.

**Finance & General Purposes**

- *Change to read* – Committee Membership – The committee shall include the Chair and Vice Chair of the Council and additional Councillors to make the number of the committee members to 10.
- a5 – change from £500 to £2,500
- b1 – change clerk to staff
- remove b2
- b3 – change word purview to remit

**Planning & Environment**

- *Change to read* – Committee Membership – The committee shall include the Chair and Vice Chair of the Council and additional Councillors to make the number of the committee members to 8.
- a1 - add in the name of the Full Council
- a3 – remove the speech marks
- remove a9 and a 10
- b1 – change from £500 to £2,500
- remove all of c

**Cemetery**

- *Change to read* – Committee Membership – The committee shall include the Chair and Vice Chair of the Council and additional Councillors to make the number of the committee members to 10.
- b2 – change from £500 to £2,500
- move item e under a5
- remove c and d

**Recreation & Open Spaces**

- *Change to read* – Committee Membership – The committee shall include the Chair and Vice Chair of the Council and additional Councillors to make the number of the committee members to 10, and non-voting representatives from the Sports Clubs.
- remove b
- remove c2 and c4
- c5 – change from £500 to £2,500
- remove d

## Staff Management

The committee asked the Clerk to check how other Parish Councils constitute their Staff Management Committee and defer to the next F & GP meeting in July.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to **RECOMMEND TO FULL** to **accept** the terms of reference with the above amends with the exception of the Staff Management which will be discussed at the next meeting.

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

### 9 TO REVIEW RISK ASSESSMENT POLICY

The committee went through the Financial and Management risk assessment and made some amends.

- Change to red, amber, green instead of L,M,H
- Charges/rent receivable – revue should read review
- Salaries and assoc. costs – should read payroll
- Data Protection – should read GDPR and Councillor Kieran Cooper agreed to look into the appropriate wording
- Council records – paper – add ‘The County archives’.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kevin Cuffley to **RECOMMEND TO FULL** to **accept** the Risk Assessment Policy with the above amends. (A copy will be sent out with Full Parish paperwork).

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

### 10 TO ADOPT A HEALTH & SAFETY POLICY

The committee went through a model H& S policy.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to **RECOMMEND TO FULL** to **accept** the H&S Policy with relevant amends. (A copy will be sent out with Full Parish paperwork).

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

### 11 REVIEW BANK ACCOUNTS

This item will be deferred to the July meeting once the additional bank accounts are opened.

### 12 TO INVESTIGATE ONLINE PAYMENTS

The Clerk will look into making online payments instead of writing cheques, still using all signatories as per our Financial Regulations.

### 13 TO DISCUSS COUNCILLOR SKILLS AUDIT

Councillor Beck Laxton was originally looking in to this but said she would ask Councillor Stephen Drew if he would like to take this project on as he showed an interest in this.

### 14 TO DISCUSS THE OFFICE IT SERVICE CONTRACT

Councillor Kieran Cooper has put together a list of the requirements which will go out to tender for the contract.

The committee will look at this and let Councillor Kieran Cooper any comments. Councillor Brian Milnes and Councillor Kieran Cooper will then create a final copy to be sent out for tender to discuss at the next meeting.

The following people agreed to be in the IT working group to assess and interview the companies.

Councillor Kieran Cooper

Councillor Kevin Cuffley

Councillor Brian Milnes

Councillor Jayne Merrick

**15 UPDATE LIST OF SIGNATORIES**

The Clerk confirmed that the current signatories are the Chair and Vice of the Council and the Chairs of all committees which the committee were happy to remain the same.

It was ***proposed*** by Councillor Jayne Merrick and ***seconded*** by Councillor Kieran Cooper to ***RECOMMEND TO FULL*** that we continue with this.

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

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

Councillor Beck Laxton explained about the fallen wall in Hall Crescent and the damage to 3 residents fences/wall.

The bricks from the fallen wall have now been removed and the committee discussed the repairs to the resident's properties.

The ownership of the actual wall is indefinite as the land registry only shows the green area under the ownership of the Parish Council.

This was discussed at length and agreed that we are not admitting liability but as we had originally agreed to replace all the resident's fence's we will.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kieran Cooper to write immediately to the resident's and explain that as a good will gesture if they can get a quote for the work and send it to the Clerk, we will then agree to have the work done. If the residents then arrange and pay for the work to be completed then we will reimburse them the cost. With regards to the resident's damaged wall this should be replaced at a reasonable cost with a fence.

The Parish Council will also seek independent advice on the cost of the repairs too.

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

**Meeting closed 9.26pm**