



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD ON 02 JUNE 2020
Held virtually online - Meeting commenced at 7.30pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kieran Cooper (Chair)

David Bard

Jayne Merrick

Tony Orgee

Kevin Cuffley

Brian Milnes

Colin Groves

Rajni Padia

Stephen Drew

1 **TO ELECT A CHAIR OF THE FINANCE & GENERAL PURPOSES COMMITTEE FOR THE ENSUING YEAR**

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kevin Cuffley to nominate Councillor Kieran Cooper as Chair of the Finance & General Purposed Committee for the ensuing year.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

2 **TO ELECT A VICE CHAIR OF THE FINANCE & GENERAL PURPOSES COMMITTEE FOR THE ENSUING YEAR**

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Rajni Padia to nominate Councillor David Bard as Vice Chair of the Finance & General Purposed Committee for the ensuing year.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

3 **APOLOGIES FOR ABSENCE**

Beck Laxton – Personal

4 **DECLARATION OF INTERESTS FOR THIS MEETING**

None

5 **TO CONFIRM THE MINUTES OF THE MEETING 18 FEBRUARY 2020**

The minutes of the meeting held on 18 February 2020 were read, confirmed and signed.

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

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

6 **MATTERS ARISING – New information only**

The Clerk confirmed that the Finance & General Purposes meeting scheduled for July will still go ahead as we need to discuss the audit.

7 TO DISCUSS THE THREE QUOTES FOR THE PROJECT MANAGER FOR THE S106 PROJECTS

The committee received copies of the quotes that the Clerk has received and Councillor Kieran Cooper asked for comments.

As the committee will be discussing companies and costings it was agreed to go into camera for this section.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor David Bard to go into camera.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

There was a lengthy discussion regarding the quotes and the committee felt there were large discrepancies between the rates and questioned if we had given enough of a brief for the companies to quote on. They would like to see a reference from Waterbeach Parish Council regarding the work one company had carried out and Councillor David Bard would like to see a fixed amount for the work rather than an hourly rate.

Councillor Rajni Padia would like to see us providing venues for other sports, not just football and cricket and would like to see a hockey pitch.

Councillor Brian Milnes explained we still need to assess what we need and all agreed that Lynton Way Pavilion, Mill Lane pavilion and possibly the new pavilion on the gifted land at Cambridge City all need to be looked at together.

Councillor Kieran Cooper offered to prepare a brief for all three pavilions so we can ask the companies for a feasibility study. This will be sent out by tomorrow and will be an agenda item for June's Full Parish meeting.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to go back into session.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

8 TO REVIEW STAFF MANAGEMENT TERMS OF REFERENCE

Councillor Kieran Cooper explained that we didn't look at the Staff Management Terms of Reference when we did the other committees because we wanted to see what other Parish Council's have done. The ones we received were discussed.

Our current constitution is that the members of the Staff Management Committee are the Chair and Vice of the Parish Council and the Chairs of all the other Committee's.

Councillor Brian Milnes asked if we should look at skill sets, for example if a Councillor has HR skills but is not a Chair could they be on the Staff Management Committee? Councillor Kevin Cuffley reminded the committee that we do have an external HR company that we use.

After a discussion it was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to **RECOMMEND TO FULL** to keep the constitution of the Staff Management Committee as it is.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

9 TO REVIEW BANK ACCOUNTS

Councillor Tony Orgee asked if we should go into camera to discuss this but after a short discussion it was agreed we didn't need to as the information will be shown in the audit figures.

Councillor Kieran Cooper shared the document regarding how much money is in each account and these were discussed. It was agreed that we need to open some new accounts to transfer money so we have no more than £85k in each account for security reasons. Councillor Jayne Merrick has already spent time looking into other accounts and has offered again to help the Clerk get these set up.

It was ***proposed*** by Councillor Jayne Merrick and ***seconded*** by Councillor Kevin Cuffley to ***RECOMMEND TO FULL*** that we open accounts with Charity Bank, Nationwide and the Triodos Bank.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

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

Councillor Brian Milnes explained that SCDC has a £1.25m fund for small businesses who otherwise would not have qualified for a small business grant. He has put this on the information on the Sawston Facebook page. This offer closes 22nd June 2020.

Meeting closed 8.41pm