



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING

HELD ON 07 JULY 2020

Held virtually online - Meeting commenced at 7.30pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kieran Cooper (Chair)

David Bard

Jayne Merrick

Stephen Drew

Kevin Cuffley

Brian Milnes

Colin Groves

Rajni Padia

1 APOLOGIES FOR ABSENCE

Beck Laxton – Personal

Tony Orgee – Work Commitments

2 DECLARATION OF INTERESTS FOR THIS MEETING

None

3 TO CONFIRM THE MINUTES OF THE MEETING 02 JUNE 2020

The minutes of the meeting held on 02 June 2020 were read, confirmed and signed.

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

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

4 MATTERS ARISING – New information only

None

5 TO APPROVE SECTION 1 OF AGAR – ANNUAL GOVERNANCE STATEMENT 2019/2020

The committee all had received a copy of the statement.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to **RECOMMEND TO FULL** the approval of the annual governance statement.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

6 TO APPROVE SECTION 2 OF AGAR – ACCOUNTING STATEMENT 2019/2020

The committee all had a copy of the accounting statement.

Councillor Kieran Cooper explained that some figures from 2019 have been reinstated as per the external auditor's instructions.

The Clerk agreed to send out the variance spreadsheet before the next full parish meeting.

After a discussion it was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to **RECOMMEND TO FULL** the approval of the accounting statement.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

7 TO DISCUSS UPDATED FINANCIAL REGULATIONS

Councillor Kieran Cooper shared an updated document with the committee which he had reviewed and amended based on the NALC model Financial Regulations. Item 18 – grant making policy was not in the model regulations but we had it on our regulations and it was agreed that should be kept in.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to **RECOMMEND TO FULL** that we adopt the updated policy.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

8 DEVELOPING A PARISH COUNCIL ‘MASTERPLAN’

Councillor Kieran Cooper explained that a few meetings back we discussed the skills audit for councillors and agreed that we should be making decisions in light of a 3-5 year plan. We currently do not have a process for this and wanted to open it up for discussion.

This was discussed at length and agreed we are a large village with a large precept and we should have a document stating what we should deliver for the village. We should set up a working group to move this forward.

Some of the ‘projects’ suggested may already be things that are included in the Neighbourhood Plan but this group will be looking at the bigger more strategic picture and will need to work alongside the NP.

It was agreed that the Clerk will email all councillors and ask who would like to volunteer for this working group. If they are unable to commit then if they have any ideas to let the Clerk know.

There is to be a ‘brainstorming’ session with all councillors and staff in August to start the discussions.

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

Councillor Kevin Cuffley thanked Councillor Kieran Cooper, Councillor David Bard and the Clerk for their work on completing the year end audit.

Meeting closed 8.32pm