



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD ON 17 NOVEMBER 2020
Held Virtually - 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

Rajni Padia

Sue Whitney

1 APOLOGIES FOR ABSENCE

None

2 DECLARATION OF INTERESTS FOR THIS MEETING

None

3 TO CONFIRM THE MINUTES OF THE MEETING 07 JULY 2020

The minutes of the meeting held on 07 July 2020 were read, confirmed and signed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to **accept** the minutes.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

4 MATTERS ARISING – New information only

None

Councillor Sue Whitney arrive 7.34pm

Councillor Beck Laxton left 7.38pm

5 TO REVIEW RESERVES AND UPDATED BANK ACCOUNTS

Councillor Kieran Cooper explained that we have already agreed to go with option 3 for the Mill Lane project but there is a gap with what money we have and what we need which we could take from reserves rather than taking out a loan for the difference of around £38,000.00.

Councillor Kevin Cuffley said that as we still have to consider possibly renovating Lynton Way pavilion and possibly building a new pavilion at Cambridge City (on the land gifted to the parish council) we should use reserve money for Mill Lane as we may need to apply for a loan for the other projects.

Other councillors also agreed it would be better to use reserves for the shortfall.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to **RECOMMEND TO FULL** when the time comes, we allocate an amount from reserves to complete the project at Mill Lane pavilion.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

The committee looked at reserves and all bank accounts and noted we now have two new bank accounts with Teachers Building Society and Beverly Building Society.

Councillor Jayne Merrick explained that we had completed the forms for another account but when they received the forms, we were refused so she has now found another, Nationwide, and asked if the committee was happy for her to go ahead and open this account so we can protect our money.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Brian Milnes to **RECOMMEND TO FULL** that we open the account with Nationwide.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

Councillor Brian Milnes asked if we were considering our reserves as they are increasing year on year. It was agreed we should have an overview of our reserves and what projects we have to spend it on, ie the other pavilions.

6 TO DISCUSS FUNDING FOR MILL LANE PAVILION PROJECT

We have £169,000.00 S106 (Challis Close), £25,000.00 funding from football foundation, £35,000.00 in reserves for pavilion upgrade and the shortfall could be taken from general reserves.

This will be discussed once we have the actual quote from Alan Lamb Associates.

7 TO AGREE BUDGET FOR F&GP COMMITTEE 2021/2022

The committee went through the budget sheet for F&GP.

The Clerk was asked if in future she can make a note on the spreadsheet with regards to whether payments are monthly or a one-off payment for the year so they can calculate the budget more accurately.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Brian Milnes to **accept** a F&GP budget for 2021-2022 of £80,026.00.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

8 TO AGREE THE BUDGETS FOR EACH COMMITTEE FOR 2021-2022

The committee then discussed the other committees budget requests for 2021-2022 and calculated the precept.

Councillor Kieran Cooper explained that the letter from SCDC with regards to the tax base etc confirmed there was an increase of 10 properties in Sawston which didn't seem correct and will affect the council tax. Councillor Brian Milnes offered to speak to SCDC regarding this to get clarity. Once we have this information, the Clerk will arrange a F&GP meeting hopefully soon so we can make a recommendation to full parish in December.

9 TO DISCUSS ELECTRICITY BILLING ARRANGEMENTS FOR SC LIGHTS

The Clerk explained that this is for utilities and not SC lights. The Clerk has been asked to sign a letter of authority from Utility Aid who will be contracted to look into the parish council's utility bills, they would look into these around 12 months prior to renewal.

Councillor Sue Whitney asked we could ask them to look at renewable energy providers.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Brian Milnes to **RECOMMEND TO FULL** we ask Utility Aid to look into our contracts and ask that they put the preferred contract to a 100% renewable energy provider.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

10 TO DISCUSS HOW WE SPEND OUR S106 MONEY

This has already been discussed with regards to the Mill Lane project.

11 TO DISCUSS THE STRUCTURE OF HOW OF HOW OUR DONATION MONEY IS SPENT

Councillor Brian Milnes explained we should look at the guidelines when people are applying for funding from the parish council and put a budget towards it. The Clerk explained that we do have guidelines and all applicants have to complete a grant form for the parish council to discuss. If there are no powers/legislation to fund the request then it can be done through S137.

The Clerk also confirmed we do have a budget for donations of £2k per year but it is not enough with the requests we receive. This was discussed.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor David Bard to increase the donation budget in F&GP to £5k for 2021-2022. This will make the budget for F&GP for 2021-2022 £83,026.00.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

12 TO AGREE OFFICE RISK ASSESSMENT

The committee had a copy of the office risk assessment to review.

Two amends – change Groundsmen to Grounds Keepers and add to sanitise.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Tony Orgee to **RECOMMEND TO FULL** to adopt this risk assessment.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

13 REVISED PARISH PRECEPT 2021-2022 – SURVEY FROM SCDC ON PAYMENT TERMS

Councillor Kieran Cooper explained the precept letter from SCDC has two parts – the actual precept we require (which we have deferred for more information) and the consultation of the proposed schedule of payment. They propose the first payment of 50% will be paid by 23rd April 2021 and the balance by 24th September 2021.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to **RECOMMEND TO FULL** to accept SCDC proposal for payments.

VOTE: 8 FOR : 1 NO VOTE

(For information, the no vote was a councillor who lost internet connection)

14 REVIEW FOI POLICY

The committee had a copy of the policy to review. Councillor Kieran Cooper felt a lot of what is in the FOI policy is covered in the Publication Scheme policy. It was agreed to defer this item to the February F&GP meeting to discuss.

15 REVIEW SAFEGUARDING POLICY

The committee had a copy of the policy to review.

It was **proposed** by Councillor Tony Orgee and **seconded** by Councillor Brian Milnes to **RECOMMEND TO FULL** we renew this policy and review every year.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

16 TO DISCUSS NEIGHBOURHOOD PLAN PROJECT MANAGER

Councillor Kevin Cuffley explained that at the last Neighbourhood Plan meeting it was asked if there was a project manager. There is no project manager at present and the project manager should be a member of the community and not a parish councillor. Should we take on a project manager whether paid or voluntary?

Councillor Brian Milnes explained that many villages have struggled with their Neighbourhood Plan and suggested we maybe merge the Neighbourhood Plan and Masterplan and budget for a part time role as both cross over. There is funding for the Neighbourhood Plan which is being looked into.

Councillor Kevin Cuffley agreed to speak to the Assistant Clerk and Cambridge Acre to see exactly where we are with the plan and what our options are and take this information back the February's F&GP meeting to discuss further.

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

Councillor Kevin Cuffley explained that post Covid will have a great impact on a lot of people and we should be discussing this and how the Parish Council can respond. How we are going to help support the unemployed, children etc.

Councillor Kieran Cooper thanked everyone for attending and closed the meeting.

Meeting closed 9.26pm