



# SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON TUESDAY 4<sup>th</sup> JULY 2023

Held at Mill Lane Pavilion - Meeting commenced at 7.30pm

## PRESENT:

**Parish Clerk** Jo Keeler

### **Councillors**

Kieran Cooper (Chair)

Paul Smith

Jayne Merrick

Kevin Cuffley

Ian Reeves

David Bard

Deborah Alderwick

Colin Groves

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

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

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

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

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to nominate Councillor Ian Reeves as Vice Chair of the Finance & General Purposed Committee for the ensuing year.

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

## 3 APOLOGIES FOR ABSENCE

Brian Milnes – Work commitments

## 4 DECLARATION OF INTEREST FOR THIS MEETING

None

## 5 CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 FEBRUARY 2023

The minutes of the meeting held on 21 February 2023 were read and confirmed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves **TO ACCEPT** the minutes.

**VOTE: 7 FOR : 1 ABS (UNANIMOUS)**

**6 MATTERS ARISING**

None

**7 TO REVIEW BOOK KEEPING**

The Clerk explained she has been doing the book keeping since the middle of April is now up to date with the accounts. She is monitoring her time spent on the accounts and will report back to the parish council after 6 months as agreed.

**8 TO REVIEW ACCOUNTS TO DATE**

The committee had a copy of the accounts up to 30th June to review. Councillor Kieran Cooper explained that the budget sheets include money spent from reserves so some expenditure is higher than the budget.

Councillor Kevin Cuffley suggested the council starts to think about the budgets for next year as all the utilities, business rates etc are increasing they need to think about where/if they can cut back on some items.

The Clerk suggested another F&GP meeting before November so we can start to discuss.

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

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

**9 TO REVIEW RESERVES**

The committee had a copy of the reserves which were discussed. The allocated reserves that are not spent are carried forward. The money being allocated for pavilion loan and Cambridge City pavilion will be used for the rebuild of Lynton Way pavilion.

The allocated reserves are £483,046 and unallocated are currently £164,722. The parish council previously agreed to have unallocated reserves of £100,000.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to note the reserves.

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

**10 TO REVIEW ASSET REGISTER**

The committee had an up-to-date copy of the asset register to discuss. Councillor Kieran Cooper explained that the internal auditor said the parish council need to change the way they record their assets. They used to be recorded by insurance value but now has to be recorded by purchase value. As there are some extremely old items/buildings that the cost is unknown, the value has been put in at £1 which has reduced the total asset value.

The Clerk confirmed she is in the process of getting all the building valued as this has to be done every 5 years.

Councillor Colin Groves asked the Clerk to add the speed camera.

The Clerk also confirmed she goes through the asset register with the grounds keepers each year to ensure the machinery etc is still up to date.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to note the asset register.

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

**11 TO DISCUSS PARISH COUNCIL POLICIES**

Councillor Kieran Coper explained there are some policies the parish council needs to review and the one for this meeting is the Publication Policy.

There are a couple of dates that need to be amended throughout the policy to July 2023.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to **RECOMMEND TO FULL** to adopt the policy with the above date amends.

**VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)**

**12 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING – F&GP ONLY**

Date agreed for next meeting Tuesday 19<sup>th</sup> September 2023.

**Meeting closed 8.10pm**