



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 21 FEBRUARY 2023

Held at the Parish Council Office- Meeting commenced at 7.30pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kieran Cooper (Chair)

Paul Smith

Jayne Merrick

Kevin Cuffley

Ian Reeves

David Bard

Brian Milnes

Colin Groves

Patrick Thouroude

1 APOLOGIES FOR ABSENCE

Deborah Alderwick (Personal)

2 DECLARATION OF INTEREST FOR THIS MEETING

None

3 CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 06 DECEMBER 2022

The minutes of the meeting held on 06 December 2022 were read and confirmed.

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

None

Councillor Brian Milnes arrived 7.34pm

5 TO DISCUSS PARISH COUNCIL ACCOUNTANT FOR THE NEXT FINANCIAL YEAR

Councillor Kieran Cooper explained the Clerk has contacted three accountants to get quotes for our book keeping/payroll etc.

One company didn't respond despite the Clerk chasing.

One company declined to quote as they are too busy.

£645.00 Per month + vat from third company who we currently use.

Councillor Kieran Cooper explained that he has had conversations with the Clerk regarding the general book keeping which the Clerk has offered to do in house which was discussed.

This would make a saving to the council from the company that quoted of £5,340.00 per year. The Clerk was happy to take on the book keeping but wasn't sure how much time this would take so would monitor and review at July's Finance & General Purposes meeting.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith **TO RECOMMEND TO FULL** that we accept the quote from Lanham & Co Accountants for Management Accounts and payroll support and the Clerk does the book keeping from April 2023. The cost for the accounts and payroll would be £2,404.00 + vat per annum. This would be on a 3-year contract to be reviewed.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

6 TO DISCUSS PARISH COUNCIL WEBSITE

Councillor Kieran Cooper explained that the new parish council website is almost ready we just need a group of councillors to help populate the new website. Councillor Colin Groves, Councillor Brian Milnes and Councillor Kieran Cooper offered to help with this along with both Clerks. The Clerk will arrange a meeting to get together to organise.

7 TO DISCUSS RISK ASSESSMENTS FOR BONFIRE NIGHT AND REMEMBRANCE DAY 2023

The Clerk explained that she would like to get a group of councillors together to go through the risk assessments etc for both events. Councillor Kevin Cuffley, Councillor Jayne Merrick, Councillor Ian Reeves and Councillor Colin Groves all offered to help the Clerk with this. The Clerk will arrange a date for a meeting to discuss.

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

Councillor Kevin Cuffley asked if we could re visit streaming the full council meetings. It was agreed this would be on the agenda for April to start discussions.

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor David Bard to go into camera.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

9 CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 06 DECEMBER 2022 (NON-PUBLIC)

The minutes of the meeting held on 06 December 2022 (Non-public) were read and confirmed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick **TO ACCEPT** the minutes.

VOTE: 9 FOR : 0 AGAINST (UNANIMOUS)

Meeting closed 8.05pm