



# SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON TUESDAY 2 JULY 2024

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

## PRESENT:

Parish Clerk Jo Keeler

### Councillors

Kieran Cooper (Chair)

Paul Smith (arrived 7.36pm)

Jayne Merrick

Kevin Cuffley

Ian Reeves

Colin Groves

David Bard

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

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

**VOTE: 6 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 Jayne Merrick to nominate Councillor Ian Reeves as Vice Chair of the Finance & General Purposed Committee for the ensuing year.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

## 3 APOLOGIES FOR ABSENCE

Paul Allen (Personal)

## 4 DECLARATION OF INTEREST FOR THIS MEETING

None

## 5 CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 02 APRIL 2024

The minutes of the meeting held on 02 April 2024 were read and confirmed.

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

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

## 6 MATTERS ARISING

None

Councillor Paul Smith arrived 7.36pm

**7 TO REVIEW BOOK KEEPING**

The Clerk explained that she is happy to continue with the book keeping and to review again in 6 months.

**8 TO REVIEW BANK ACCOUNTS**

The committee had a list of the current bank/building society accounts. Councillor Kieran Cooper explained that the parish council do need to find some other accounts to open to protect the parish council money. Councillor Jayne Merrick and Councillor Ian Reeves along with the Clerk have been investigating other accounts but many do not accept parish councils. Councillor Kieran Cooper asked the committee to investigate other banks/building societies and if they find one the parish council are not currently using that accept parish councils to let the Clerk know.

**9 TO REVIEW RESERVES**

Councillor Kieran Cooper explained that the balance from year end is brought forward and the allocated reserves deducted to leave unallocated reserves of £189,246. More of the S106 money from H1C is likely to be paid in this financial year. The committee noted the figures.

**10 TO DISCUSS ASSET REGISTER**

The committee had a copy of the updated asset register for the parish council. Councillor David Bard said the parish council should add the small green space they maintain off Church Lane/Hall Crescent. Councillor Colin Groves asked for the speed camera on Babraham Road to be added. He will send the Clerk the purchase cost for the camera and she will add it to the register. The committee noted the asset register as it is.

**11 TO DISCUSS BANK TRANSFER PAYMENTS**

Councillor Kieran Cooper and the Clerk have investigated the way in which the parish council authorises BACS payments and if there was a better way of doing it. Currently the Clerk sends the authorised councillors a list of payments to be made and they are then authorised. The Clerk has spoken to other Clerks on the SLCC forum who seem to have the same predicament. Some get their councillors to sign every invoice, but this can cause problems with regards to the Clerk and Councillors time etc. The Clerk suggested we continue as we are, but she will forward a copy of any invoices over £1,000.00 for the signatories to see before authorising.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to **RECOMMEND TO FULL** the Clerk sends copies of invoices over £1,000.00 to the signatories before the payments are authorised.

**VOTE: 7 FOR : 0 AGAINST (UNANIMOUS)**

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

None

**Meeting closed 8.10pm**