

SAWSTON PARISH COUNCIL

MINUTES FINANCE AND GENERAL PURPOSES COMMITTEE 05 July 2016

Meeting commenced 7.30pm

PRESENT: Chairman: Dr D R Bard

Clerk: Mrs J F Keeler

Councillors:

K J L Cooper

K Cuffley

C Groves

Ms B Laxton

Mrs J M Martin

R M Matthews

B Milnes

**1 TO ELECT A CHAIRMAN OF THE FINANCE & GENERAL PURPOSES
COMMITTEE FOR THE ENSUING YEAR**

Councillor Dr D R Bard was ***PROPOSED*** by Councillor R M Matthews and ***SECONDED*** by Councillor C Groves for the position of Chairman.

Councillor K J L Cooper was ***PROPOSED*** by Councillor B Milnes and ***SECONDED*** by Councillor Mrs J M Martin for the position of Chairman.

VOTE: 4 FOR Councillor Dr D R Bard
4 FOR Councillor K J L Cooper

**CASTING VOTE BY THE CHAIRMAN, COUNCILLOR DR D R BARD AND
COUNCILLOR DR D R BARD WAS DULY ELECTED AS CHAIRMAN**

2 TO ELECT A VICE-CHAIRMAN OF THE FINANCE & GENERAL
PURPOSES COMMITTEE FOR THE ENSUING YEAR

Councillor K J L Cooper was ***PROPOSED*** by Councillor Dr D R Bard and ***SECONDED*** by Councillor Mrs J M Martin for the position of Vice-Chairman.

As no other candidates were nominated a vote took place and Councillor K J L Cooper was elected Vice-Chairman.

VOTE: 8 FOR : (UNANIMOUS)

3 APOLOGIES FOR ABSENCE

None

4 DECLARATIONS OF INTERESTS FOR THIS MEETING

None were declared

5 MINUTES

The minutes of the meeting held on 26 April 2016 were read, confirmed and signed.

It was ***PROPOSED*** by Councillor K J L Cooper and ***SECONDED*** by Councillor Ms B Laxton to ***ACCEPT*** these minutes

VOTE: 8 FOR : (UNANIMOUS)

6 MATTERS ARISING – NEW INFORMATION ONLY

None

7 COMMITTEE EXPENDITURE SHEETS

The Committee went through the finance sheets and the following items need to be checked before the next Finance meeting.

- The period covered by the office electricity charges
- The reason donations are included in Finance & General Purposes and Planning
- Check the fencing costs included in Recreation

It was ***PROPOSED*** by Councillor K J L Cooper and ***SECONDED*** by Councillor R M Matthews to ***ACCEPT*** the Expenditure Sheets.

VOTE: 8 FOR : (UNANIMOUS)

8 OFFICE PHOTOCOPIER

The Clerk confirmed that the purchase cost of £2,200 for a new photocopier plus a quarterly service charge of £32.55 is cheaper than the leasing option however this does not include the increased cost of insurance. The Clerk will find out how much the increase in insurance will be.

It was ***PROPOSED*** to ***RECOMMEND*** to Full Parish by Councillor Mrs J M Martin and ***SECONDED*** by Councillor K J L Cooper to go ahead with the purchase of the photocopier together with the quarterly service charges providing, once the insurance costs are included, it does not cost more than the leasing option.

VOTE: 8 FOR : (UNANIMOUS)

9 FORMAT OF MINUTES & AGENDAS

Councillor B Milnes provided examples of Minutes and Agendas for the Committee to consider. The aim is to update the image of the documents and improve understanding.

The options were discussed and it was ***PROPOSED*** to ***RECOMMEND*** to Full Parish by Councillor B Milnes and ***SECONDED*** by Dr D R Bard to amend the presentation of Agendas and Minutes as follows:

- To use full names, no titles e.g. Councillor Beck Laxton
- To change the font to Arial
- Reduce the use of capital letters – Agenda items to be in bold but not capitals
- No underlining to be used
- To use embedded links for planning applications on Agendas

- To mark ‘Action Points’ on the Minutes when an action has been agreed

VOTE: 8 FOR : (UNANIMOUS)

The meeting discussed whether draft minutes should be published on the website as soon as they are available.

It was **PROPOSED** by Councillor Ms B Laxton and **SECONDED** by Councillor K J L Cooper to publish draft minutes on the website no more than 10 working days after the meeting.

**VOTE: 2 FOR : 5 AGAINST
1 ABSTENTION**

10 IT SUPPORT CONTRACT

Councillor K J L Cooper outlined the advantages of the Parish Council having an IT support contract. Councillor Cooper has knowledge of costs and what is involved from his work with John Huntingdon’s Charity. He explained the importance of a back up plan to deal with an IT failure which would need professional support. This was discussed and it was agreed that Councillor Cooper will work with the Clerk to establish the exact requirements and to get quotes for the next F & GP meeting.

11 OHP FOR MEETING ROOM

The meeting considered having an Overhead Projector for the meeting room that could be used during meetings if necessary. Councillor B Milnes suggested purchasing a display screen instead.

It was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor B Milnes to investigate the cost of a display screen including all fittings and installation for the next Full Parish meeting. Councillor B Milnes will provide this information.

12 PARISH COUNCIL WEBSITE/INTERNET SUB-COMMITTEE

It was agreed to recommend to Full Parish that a Website/Internet Working Group is set up and ask for interested parties to join at the next meeting.

13 RESERVES

The Committee reviewed the reserves as follows:

Total:	£426,000
Committed Reserves	£276,000
Future Projects	£150,000

It was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor Mrs J M Martin to **ACCEPT** these figures.

VOTE: 8 FOR : (UNANIMOUS)

Meeting closed at 9.25 pm