



SAWSTON PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD ON 20 March 2018
At Link Road Parish Council Offices - Meeting commenced at 7.30pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kieran Cooper (Chairman)

Beck Laxton

Rajni Padia (Vice Chairman)

Janet Martin

Kevin Cuffley

Brian Milnes

Colin Groves

David Bard

1 APOLOGIES FOR ABSENCE

None

2 DECLARATION OF INTERESTS FOR THIS MEETING

None

3 MINUTES OF THE MEETING

The minutes of the meeting held on 28 November 2018 were read, confirmed and signed.

6 – Clerk to arrange a meeting with Cambridge City to discuss the land being gifted to Sawston Parish Council.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to **accept** the minutes.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

4 MATTERS ARISING – New information only

None

5 TO CONFIRM THE COUNCIL HAS THE FOLLOWING POLICIES

- **AN APPROPRIATE LEVEL OF INSURANCE COVER** – The committee went through the current policy and queried the employee dishonesty indemnity limit which currently is £230,000.00. The Clerk explained the insurance is due for renewal and will check this with the new insurers.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to accept the level of insurance cover with the exception of the above.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

- **OPERATED AN EFFECTIVE SYSTEM OF INTERNAL CONTROL AND FINANCIAL MANAGEMENT**

This is covered by the Parish Council's Financial Regulations. The committee went through the policy and had a couple of amendments. Firstly, remove all the square brackets as they are not necessary and amend the wording on item 3.5 to read: The Clerk, Chairman, Vice Chairman and the Chairmen of all committees may each authorise expenditure up to a maximum of £500 per transaction for operational purposes to ensure smooth and efficient process of the business of the Council.

Item 6.5 – change word voucher to read receipts.

Item 11.1/h to read – Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 62 & 63.

Add an item under 3.5 to state the Clerk can spend up to £300 per person per course for training.

Item 6 – Banking, this was discussed and the Clerk will look into online banking and report back to F & GP committee.

Councillor Brian Milnes offered to make the above amends ready for councillors to have for the Full Parish meeting in April.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Brian Milnes to **recommend to Full Council** that we adopt the Financial Regulations policy with the above amends.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

- **AN UP TO DATE LIST OF CHEQUE OR ELECTRONIC BANKING SIGNATORIES**

This is covered by the Financial Regulations, the Clerk, Chairman, Vice Chairman and all Chairmen of committees are the signatories and each cheque requires 3 signatories - Noted

- **UP TO DATE ACCOUNTS**

The Clerk explained the accountant is due in the beginning of April to start the Year End process and the accounts will be available shortly after - Noted

- **AN UP TO DATE VERSION OF FINANCIAL REGULATIONS**

This has already been covered above

- **AN UP TO DATE VERSION OF GOVERNANCE ACCOUNTABILITY**

The committee went through the Governance and Accountability for smaller authorities in England and believe that we cover most of this with our current policies. Councillor Kieran Cooper offered to go through it and cross reference it with our current policies to ensure we cover everything.

There was a query with regards to risk assessment and it was suggested maybe a Councillor could do this. The Clerk will contact CAPALC and ask for their advice regarding process and detail.

- **AN UP TO DATE VERSION OF STANDING ORDERS**

The committee went through the current Standing Orders. Councillor Brian Milnes offered to go through the policy and amend the style and font to make it easier to read and also to check the content. We needed to add a section that covers working groups like the IT/Website working group.

Councillor Brian Milnes will make the relevant amends and it will be made an agenda item to discuss at the next F & GP meeting in July.

- **AN UP TO DATE VERSION OF CODE OF CONDUCT**

This was discussed and the only amend is the style of the policy. Councillor Brian Milnes offered to make the amends discussed – no underlining and do not justify the text.

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Brian Milnes to **recommend to Full Council** that we adopt this policy with the above amends.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

6 DATA PROTECTION UPDATE

Councillor Kieran Cooper explained that he and the Clerks had recently attended a GDPR course run by CAPALC which explained what the Parish Council need to do before the new data protection law comes in on May 25th 2018.

The first thing is to appoint a Data Protection Officer (DPO) but this cannot be someone who is involved with the day to day running of the Parish Council so therefore rules out the Clerk and Councillors. NALC (National Associations for Local Councils) are currently exploring what options are available to Parish Councils and if they can provide a DPO to work with local Parish Councils. We are still waiting to hear.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to **recommend to Full Council** that we wait to appoint a Data Protection Officer (DPO) until we hear from NALC.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

Councillor Kieran Cooper has offered to work with the Clerks to go through the GDPR toolkit for local councils which was given to each Parish Council and work through the policies we need to create and adopt. The Clerk will arrange a meeting and will hopefully have the policies to recommend to adopt at a later F & GP Meeting.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Rajni Padia that the policies are created to adopt.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

7 TO DISCUSS GOV.UK DOMAIN NAME

Councillor Kieran Cooper explained that the domain name, sawstonparishcouncil.gov.uk has now been registered but explained it should be discussed after we have discussed item 8.

8 DISCUSS CORPORATE EMAIL ADDRESSES FOR ALL COUNCILLORS

Councillor Kieran Cooper explained that we should consider all councillors having a .gov.uk email address so the storage and data is kept centrally. CAPALC are currently running a pilot with Peterborough Parish Councils with the website be hosted by the County Council. It was discussed if we should wait for the results of this before we make any decisions.

This was discussed and agreed that it does need further discussion and the Clerk was asked to arrange a meeting after May when the IT/website working group is set up.

9 TO DISCUSS THE PARISH COUNCIL WEBSITE

Councillor Kieran Cooper has kindly created Terms of Reference for the Website and social media working group and the IT working group which the committee went through. There was a couple of amends that were discussed which Councillor Kieran Cooper agreed to amend and send back to the Clerk so that they could be discussed and adopted at the Full Parish meeting in April.

It was ***proposed*** by Councillor Brian Milnes and ***seconded*** by Councillor Rajni Padia to ***recommend to Full Council*** that we adopt both Terms of Reference and create the working groups after May.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

10 TO DISCUSS STAFF MOBILE PHONE CONTRACT

The staff mobile phone contracts had finished and Councillor Brian Milnes had investigated the costs for a SIM only contract as the Clerk confirmed all the phones were still ok to use.

He found a SIM only contract with Virgin for £5 per month each with the required minutes, texts and data.

It was ***proposed*** by Councillor Brian Milnes and ***seconded*** by Councillor Beck Laxton to ***recommend to Full Council*** that we go with the above contract.

VOTE: 8 FOR : 0 AGAINST (UNANIMOUS)

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

None

Meeting closed 9.30pm