



SAWSTON PARISH COUNCIL

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

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

PRESENT:

Assistant Parish Clerk Clare Speed

Councillors

Kieran Cooper (Chair)

Paul Smith (arrived 7.32pm)

Jayne Merrick

Kevin Cuffley

Ian Reeves

Colin Groves

1 APOLOGIES FOR ABSENCE

David Bard (Personal)

Deborah Alderwick (Personal)

2 DECLARATION OF INTEREST FOR THIS MEETING

None

3 CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2023

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

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

VOTE: 5 FOR : 0 AGAINST (UNANIMOUS)

4 MATTERS ARISING

None

Councillor Paul Smith arrived 7.32pm

5 TO DISCUSS MICROSOFT BACKUP

Councillor Kieran Cooper, Councillor Ian Reeves and the Clerks had a meeting with Grace Solutions to discuss the Microsoft backup, Councillor Kieran Cooper explained that all emails are backed up currently even deleted.

The staff use one drive and this is not currently backed up, the backup will also cover if a ransom ware gets into the system and encrypts files.

The cost is £3 a person for a month.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Paul Smith to **RECOMMEND TO FULL** to get the Microsoft back up on a three-year contract for the Clerks and Facilities Administrator.

VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)

6 TO DISCUSS GRACE SUPPORT QUOTES

The council agreed to use Grace Solution on a pay as you go service about 4 years ago, the Clerks are happy with the service, support, speed and availability.

The overall cost of support for the last year was £1,400.
Grace have quoted for two support packages one is an essentials package which is unlimited remote support no new set ups at £154 a month.
The second package is standard which is £345 a month.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to **RECOMMEND TO FULL** to continue using Grace Solutions support on a month-by-month role.

VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)

7 TO DISCUSS BANK ACCOUNTS

Councillor Kieran Cooper explained that at a clerk catch up it was mentioned that councils don't need to have all different bank accounts to make sure each account doesn't have more than £85,000 in each.

It has been confirmed that due to the annual budget total being over €500,000 (about £430,000) we are over the limit and the FSCS protection doesn't apply to our council it was discussed to bring this back to the next F & GP meeting when the reserves are reviewed.

8 TO DISCUSS BACS PAYMENTS

Councillor Kieran Cooper explained the Unity Bank only has two signatories which is Councillor Jayne Merrick and Councillor Kieran Cooper, and the clerk is in the process of adding Councillor Ian Reeves and Councillor Kevin Cuffley.

Councillor Kieran Cooper suggested we need a system to strengthen the process of BACS payments made by the clerk which are authorised at Full Parish. Various methods were discussed, including a possible workflow in Quickbooks.

Councillor Kieran suggested researching this and bring back to the next F & GP.

9 TO DISCUSS RECORDS MANAGEMENT POLICY

The clerk sent out the Records Management policy for all the committee to read through before the meeting.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to **RECOMMEND TO FULL** to agree to adopt this policy.

VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)

10 TO DISCUSS RETENTION AND DISPOSAL POLICY

The clerk sent out the Retention and Disposal policy for all the committee to read through before the meeting, it was asked for the clerk to check whether we do need to keep VAT records on rents for 20 years.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to **RECOMMEND TO FULL** to agree to adopt this policy with the one item to check.

VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)

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

None

Meeting closed 7.58pm