### MINUTES 135 OF MEETING OF CAWSTON PARISH COUNCIL

**Meeting Held on Tuesday 17th October 2017**  
**at Cawston Community Hall,**  
**Scholars Drive, Cawston, CV22 7GU**

| Present: | Chair: Cllr S Bestwick (SB), Vice Chair: Cllr A Horton (AH), Cllr M Gill (MG), Cllr M Bryant (MB)  
Part meeting: Cllr D Wilson (DW) Item 10 onwards |
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<tr>
<td>Guests in Attendance:</td>
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<tr>
<td>Public in Attendance:</td>
<td>1</td>
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<td>Minute Taker in Attendance:</td>
<td>Cllr S Bestwick</td>
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| Clerk: | Shona McKee, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU  
Tel: 07449 961505 or Email: clerk@cawstonpc.org |

- **0** Apologies for Absence  
  Cllr E De Kreij (EDK), Cllr M Cool (MC), Cllr A Billingham. Clerk (Shona McKee).

- **2** Declaration of Interest as defined by the Code of Conduct for Councillors.  
  No Declarations were received.

- **3** Minutes of the Previous Meeting held on Tuesday 19th September 2017.  
  It was proposed by Cllr Bryant that minutes of the previous meeting be approved, seconded by Cllr Horton.  
The Council approved the minutes. Signed copy to be passed to the clerk on her return.

- **4** Resignation of Councillor  
  Cllr Billingham is stepping down and the Chair thanked him for his support and contribution over the past year.

- **5** Report from Warwickshire Police  
  No report this month. Clerk to follow up.

- **6** To allow members of the public to address the Council  
  Nothing raised this month.

- **7** Opportunity for Borough and County Councillors to address the Council  
  None present.

- **8** To receive and discuss Working Party reports:  
  a. **Community Hall: Management Group Feedback**  
  Cllr Bestwick reported back from attendance at Management Group in the previous week:
    - **i)** Financial management  
      Analysis had concluded that just over 80% of the costs associated with running the Hall are fixed costs, 20% variable. This makes financial management less complex.  
      Income v expenditure for the 2017/18 year to date shows a surplus of just over £3,000. The management group are keen to agree how surplus will be allocated for ongoing investment and development in the Hall and building up a loan repayment fund. Options were discussed.  
      Cllr Bestwick proposed, seconded by Cllr Bryant, to reconcile income v expenditure twice yearly and should there be a surplus to split this 80% Development Fund / 20% Loan Repayment. All Cllrs agreed.
    - **ii)** NNDR  
      Payment of rates is included in the financial management assessment. It was agreed to ask the clerk to contact Rugby Borough Council to establish what the rates actually deliver for the Hall in terms of value.
    - **iii)** Banking  
      Agreed to ensure the facilities and booking manager should have read-access to the hall bank.

**Clerk**
account to reconcile payments. Account signatories need updating to reflect changes in Parish Councillors. It was agreed that all cheques should have a management group and parish council signatory to enable effective controls. Clerk to draft a headline financial management process to reflect this. Arrangements for petty cash and credit card / mobile payments to be investigated (clerk to liaise with WALC).

b. **Finance, Staffing & Admin**

   **Payments:** Proposed payments in the sum of £6,408.74 relating to Cawston Parish Council and for Cawston Community Hall were proposed by Cllr Bestwick, seconded by Cllr Gill. All agreed.

c. **Parks and Open Spaces**

   Cllr Horton updated recent activity; the litter pickers have been resupplied with refuse sacks, ytd spend by the lengthsman (Mark Cox) is under budget, mainly due to adverse weather hampering ability to work. There has been no response from McDonalds.

d. **Communications**

   Newsletter: Articles needed for next edition, which needs to be distributed w/e 24th November. The annual Christmas event will feature. Chair to contact Hall Management Group to see if they can help with the refreshment s.

e. **Consortium**

   To note Cllr Horton will now take main responsibility for consortium liaison; Cllr Bryant will pick up website and IT following the resignation of Alan Billingham.

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<th>Budget and Precept 2018/19</th>
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<td>Item postponed to November meeting.</td>
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<th>To hear and consider any received correspondence (including notice of forthcoming external meetings)</th>
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<th>To consider and discuss any relevant planning notices including a summary of previous month’s activity.</th>
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<td>Nothing received</td>
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<th>To discuss items requiring the Clerk’s attention</th>
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<td>1</td>
<td>No items discussed</td>
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<td>Agreed to investigate use of google docs for the action log. Cllr Bryant to send note to all Cllrs.</td>
<td>MB</td>
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Meeting was closed at 21:20

**Date and Time of the Next Meeting:**
 Tuesday 21st November 2017 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston

**Signed:**
Chairperson

**Date:**