MINUTES 154 OF MEETING OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 21st May 2019
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU


Guests in Attendance: None

Public in Attendance: Mr. A. Mistry

Minute Taker in Attendance: Gemma Jones

Clerk: Gemma Jones, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: clerk@cawstonpc.org

1. **Election of Chair**: Cllr. M Bryant nominated Cllr. S. Bestwick for the role of Chair which was seconded by Cllr. G Murphy. This was unanimously agreed by all present and Cllr. S Bestwick accepted office.

2. **Record of members present**: All members signed the attendance record.

3. **Apologies**: Apologies for absence were received from Cllr. M Cool (MC). Apologies were received from Cllr. A Horton and Cllr. D Wilson who had also submitted their resignations from office to the Chair in writing. Cllr. S. Bestwick thanked them both for their hard work and service.

4. **Declaration of Interest as defined by the Code of Conduct for Councillors**: None.

5. **Minutes of the Annual Parish Council Meeting held on Tuesday 15th May 2018**: Cllr. S Bestwick proposed that the minutes be approved with the alteration that Cllr. E de Krej was confirmed as the leader of the Parks and Open Spaces Working Party, seconded by Cllr. M Bryant. The Council unanimously approved the minutes. Cllr. S Bestwick signed a copy of the minutes and the clerk retained a copy for council records.

**Minutes of the Council Meeting (153) held on Tuesday 16th April 2019**: Cllr. L Chase proposed that the minutes be approved, seconded by Cllr. M Bryant. The Council unanimously approved the minutes. Cllr. S Bestwick signed a copy of the minutes and the clerk retained a copy for council records.

6. **To allow members of the public to address the Council**: None.

7. **Opportunity for Borough and County Councillors to address the Council**: None present. Apologies were received from Cllr. M Stokes and Cllr. D Keeling.

8. **The Chair’s Declaration of Acceptance of office**: This was signed by Cllr. S Bestwick and witnessed by the clerk who retained a copy for council records.
9. **Co-option of prospective Councillors:** 3 candidates put themselves forward for the 3 vacancies on the Council. Cllr. S Bestwick proposed a motion that all candidates be co-opted, seconded by Cllr. L Chase and unanimously agreed by all present. Cllr. R Bishop, Cllr. N Chouhan and Cllr. D Parsons were elected by co-option.

Mr. A Mistry declared an interest in being involved with the working parties of the Council.

10. **Acceptance of Office:**
   a. Declarations of Acceptance of Office were signed by all members present and witnessed by the clerk who retained a copy for council records.
   b. The remaining declaration from Cllr. M Cool is to be signed and witnessed on 28th May 2019.

11. **Register of Members' Interests:** All members present returned Declarations of Pecuniary Interests forms to the clerk who retained a copy for council records.

12. **Election of Vice-Chair:** Cllr. M Bryant nominated Cllr. L Chase for the position of Vice-Chair, seconded by Cllr. G Murphy. This was unanimously agreed by all present and Cllr. L Chase accepted office.

13. **Dates and venue for Council Meetings:** Cllr. S Bestwick proposed continuing to meet on the third Tuesday of each month at Cawston Community Hall with a decision on whether to meet in August taken at the July meeting. This was seconded by Cllr. G Murphy and agreed by all present.

14. **Working Parties and Committees formed:**
   1. **Finance, Staffing and Administration Committee (FSA C)** (Cllr. S Bestwick, Cllr. R Bishop, Cllr. N Chouhan)

Cllr. M Bryant is to create an email group for all participants in working parties/committees. All working parties/committees are to inform the June council meeting on proposals for leadership, purpose and goals.

15. **Bank mandate signatories:** The clerk and Chair are to remain. Cllr. S Bestwick proposed that Vice-Chair Cllr. L Chase is added, seconded by Cllr. G Murphy and agreed by all present. The newly formed Finance, Staffing and Administration committee will report back to the Council in June with recommendations for additional signatories.

16. **Capital assets and liabilities report:** Deferred to the next meeting.
17. **To review the Council's Standing Orders and Financial Regulations:** The clerk was directed to draft recommendations on amendments to Standing Orders to be received by members by the 4th June 2019. All members were directed to comment with a view to adopting at the June meeting. The Finance, Staffing and Administration committee will draft new Financial Regulations and present to the Council.

18. **Progress Reports**
   a. **Community Hall**
      i. Update from Facilities Manager:
         - The intruder alarm is currently not working, a solution is being sought.
         - The Community Hall Management Team is discussing recommendations for the development of the building.
         - A replacement vacuum cleaner has been purchased.
      ii. Quotes for Work Needed:
         - Soundproofing – quotes to be finalised.
         - Shutter – quotes to be finalised.
   b. **Finance, Staffing and Administration**
      i. The recommended payments to creditors of £3990.72 were proposed by Cllr. S Bestwick, seconded by Cllr. G Murphy and agreed by all present. Invoices were checked and signed by members as being an appropriate use of council funds.
      ii. Amendments to the budget as presented by the clerk were proposed by Cllr. S Bestwick, seconded by Cllr. R Bishop and agreed by all present.
      iii. The AGAR was discussed. The clerk was directed to send out to all members for their consideration. To be approved at the June council meeting.
      iv. The banking reconciliations for April were not available but will be presented at the next council meeting following amendments to processing as recommended by the internal auditor.
      v. Debit card – application deferred.
   c. **Communications**
      i. Parish Newsletter: All members were directed to submit a 200-word introductory paragraph and photo to Cllr. M Bryant by 4th June 2019 for inclusion in a short newsletter scheduled for mid-June. The clerk was directed to contact Cawston Grange PTA regarding their Summer Sizzler event.
   d. **Parks and Open Spaces**
      i. Lengthsman: Recommendations to be presented by working party. The clerk was directed to source an up-to-date map of areas of responsibility.
      ii. Christmas Tree: Recommendations to be presented by working party.

19. **PWLB Premature Repayment Options:** The Council was informed about Section 106 funds received in the 18/19 financial year totalling £307,781.00 and ring-fenced specifically for spending on providing, improving and maintaining the community hall. Discussion on premature repayment options was deferred to the next meeting.

20. **Correspondence:** A resident has complained about weeds in the Frewen/Drummond Rd area. The clerk was directed to discuss with the Lengthsman.

21. **Planning Applications:** None

22. **To discuss items requiring the Clerk’s attention:** none
23. **Action Log**

To be reviewed ahead of the next meeting

1. Email group for working parties and committee
   - MB
   - ALL WP/C
   - FSA C
   - Clerk

2. WP/C to inform on leadership, purpose and goals
   - FSA C
   - Clerk

3. Bank mandate recommendations
   - Clerk

4. Capital assets and liabilities report
   - FSA C
   - Clerk

5. Standing Orders draft
   - FSA C
   - Clerk

6. Financial Regulations draft
   - Clerk

7. AGAR
   - ALL
   - FSA C
   - Clerk

8. Parish Newsletter introductions
   - ALL
   - Clerk

9. Summer Sizzler – contact PTA
   - POS WP
   - Clerk

10. Lengthsman recommendations
    - POS WP
    - Clerk

11. Christmas Tree recommendations
    - Clerk

12. Direct Lengthsman
    - Clerk

Meeting was closed at 21.57

**Date and Time of the Next Meeting:**
Tuesday 18th June 2019 at 7.30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston

Signed: [Signature]

Chairperson

Date: 190619