C20-45 *Apologies:* Apologies were noted from Cllr. M Emery (ME).

C20-46 *Declarations of Interest:* None

C20-47 *Minutes*

**RESOLVED:** The minutes of the Council Meeting (162) held 18th February 2020 were approved as an accurate record of the meeting and signed by the Chair. It was noted that the Council Meeting (163) which was due to be held on 17th March 2020 was cancelled due to COVID-19 restrictions.

C20-48 *Public Question Time:* No questions or comments from the public had been received by the Clerk.

C20-49 *Borough and County Councillors:* No requests to join the meeting following invitation had been received by the Clerk.

C20-50 *Scheme of Delegation to the Clerk:* The proposed scheme circulated before the meeting was considered.

**RESOLVED:** It was unanimously agreed by all present that the Scheme of Delegation to the Clerk be adopted with the insertion of the clause “Cawston Parish Council reserves the right to revoke this scheme of delegation by resolution at any time.” (Appendix A)

C20-51 *Finance and General Purposes Committee (FGP):*

a. The minutes of the meeting (9) held on 21st April 2020 were noted. It was highlighted that CCH has received full relief on Business Rates for 20-21 and is in the process of determining eligibility for the Retail, Hospitality and Leisure Grant Fund.

b. The budget virement recommendations for Financial Year 19-20 were considered.

**RESOLVED:** It was unanimously agreed to approve the following virements:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>VIREMENT</th>
<th>REASONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency</td>
<td>IT Software</td>
<td>£1,130.00</td>
<td>Adopted new Finance and Facilities Software to address issues in internal auditor’s report</td>
</tr>
<tr>
<td>Contingency</td>
<td>CPC Events</td>
<td>£389.00</td>
<td>Extended scope of Christmas Event</td>
</tr>
<tr>
<td>Contingency</td>
<td>Christmas Tree</td>
<td>£747.00</td>
<td>Purchase of new Christmas lights necessary</td>
</tr>
</tbody>
</table>
c. The clerk reported on the Year End / AGAR procedure and timeline including the responsibilities of Councillors. Cllr. R Bishop and Cllr. S Bestwick expressed their thanks for the work already done in this process to the Clerk and Facilities and Communication Manager.

C20-52 Cawston Community Hall:
  a. It was noted that the hall is currently closed due to COVID-19 restrictions.
  b. The Community Hire Rate Applications were considered.
  RESOLVED: It was unanimously agreed to approve the applications for supported use of the hall and to invite applicants to apply for a S137 Grant to support appropriate community activities.

C20-53 Correspondence: None to report.

C20-54 To discuss items requiring the clerk’s attention:
  - To connect the Communications Working Party and Facilities and Communication Manager to consider a path forward for the CPN, co-option and other visible communication with residents with a recommendation brought to the next meeting.
  - To liaise with the Lengthsman.
  - In line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020: Regulation 4, there will be no annual meeting of the Parish Council in May 2020.

C20-55 Action Log
  1. To liaise regarding CPN, co-option and other communications.  
     C WP, FCM

Cllr. S Bestwick expressed her thanks on behalf of the Council to the Clerk and Facilities & Communication Manager for continuing to fulfill their duties in difficult circumstances.

Meeting was closed at 20.33

Date and Time of the Next Meeting:
Tuesday 19th May 2020 at 7.30pm to be held remotely.

Signed:                    Date:
Chairperson