

**Meeting Held on Monday 15<sup>th</sup> May 2018  
at Cawston Community Hall,  
Scholars Drive, Cawston, CV22 7GU**

<b>Present:</b>	Chairman Cllr S Bestwick (SB), Vice Chair Cllr A Horton (AH), Cllr D Wilson (DW), Cllr E De Kreij (EDK), Cllr M Bryant (MB), Cllr W Pimlett
<b>Guests in Attendance:</b>	0
<b>Public in Attendance:</b>	0
<b>Minute Taker in Attendance:</b>	Cllr M Bryant
<b>Clerk:</b>	No clerk available, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: <a href="mailto:clerk@cawstonpc.org">clerk@cawstonpc.org</a>

No	Agenda Item	Action																								
01	<b>Election of Chair of Cawston Parish Council for the year 2018-2019:</b> It was proposed by Cllr Horton and seconded by Cllr Pimlett that Cllr Bestwick be elected as Chair of Cawston Parish Council. There being no other nominations Cllr Bestwick was elected unopposed.																									
02	<b>Declaration of Chairman's Acceptance of Office</b> Due to unavailability of the Clerk this action is held over until the correct paperwork can be presented for signing. To be conducted asap	<b>Clerk SB</b>																								
03	<b>Apologies for Absence</b> None																									
04	<b>Election of Vice Chair of Cawston Parish Council for the year 2018-2019:</b> It was proposed by Cllr Bestwick and seconded by Cllr De Kreij that Cllr Horton be elected as Vice Chair of Cawston Parish Council. There being no other nominations Cllr Horton was elected unopposed.																									
05	<b>Minutes of the Previous Meeting held on 15<sup>th</sup> May 2017</b> It was proposed by Cllr Bestwick that minutes of the previous meeting be approved, seconded by Cllr Horton. Those in attendance voted in favour.																									
06	<b>Chair's Allowance</b> It was noted that the Chair's allowance was agreed at £100. All Councillors in attendance voted in favour.																									
07	<b>To confirm the make up of the Working Parties for the coming year;</b>  <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><b>Finance &amp; Staffing</b></td> <td style="width: 33%;"><b>Community Hall</b></td> <td style="width: 33%;"><b>Website</b></td> </tr> <tr> <td>SB Lead</td> <td>DW Lead</td> <td>MB Lead</td> </tr> <tr> <td>AH</td> <td>SB</td> <td></td> </tr> <tr> <td>DW</td> <td></td> <td></td> </tr> <tr> <td><b>Parks, Open Spaces &amp; Arboretum</b></td> <td><b>Adoption &amp; Consortium Liaison</b></td> <td></td> </tr> <tr> <td><b>Communications</b></td> <td></td> <td></td> </tr> <tr> <td>AH Lead</td> <td>AH Lead</td> <td>WP Lead</td> </tr> <tr> <td>EDK</td> <td>EDK</td> <td></td> </tr> </table>	<b>Finance &amp; Staffing</b>	<b>Community Hall</b>	<b>Website</b>	SB Lead	DW Lead	MB Lead	AH	SB		DW			<b>Parks, Open Spaces &amp; Arboretum</b>	<b>Adoption &amp; Consortium Liaison</b>		<b>Communications</b>			AH Lead	AH Lead	WP Lead	EDK	EDK		
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08	DW, WP, SB and MB have all taken responsibility to update one of the notice boards.	<b>DW WP SB MB</b>																								

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09	<b>To confirm dates and times of Parish Council meetings</b> It was agreed that the parish council will meet on the 3rd Tuesday of each month commencing at 7.30pm, starting with the June 2018 meeting	Clerk
Meeting was closed at 19:55 <b>Date and Time of the Next Meeting:</b> Tuesday 19 <sup>th</sup> June 2017 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston		

Signed: ..... *JBR* .....  
 Chairman

Date: ..... *21/05/19* .....