

Cawston Parish Council

Councillors: M.T. Stokes (*Chairman*), P. Venner (*Vice Chairman*),
Mrs V. Mair, J.F. Tucker, Mrs D. Wilson, Mrs M. Brett, Mrs L. Porter, Mrs R. Latham, R. Mistry, T. Medcraft

Minutes of the meeting (number 3) held by Cawston Parish on Wednesday 20th June 2007

Present:

Councillors Stokes (Chair), Venner (Vice Chair), Mrs Mair, Medcraft, Mistry, Mrs Porter, Tucker and Mrs Wilson

Apologies for Absence were received from Councillors Mrs Brett and Mrs Latham

1) Laptop Computer for the Clerk and Responsible Finance Officer

The Council Resolved That;

- The computer hardware and software should be purchased from MiCom as outlined below:-
- A Fortune laptop should be purchased at £435 plus VAT
- A 3 year warranty should be purchased at £120 plus VAT
- Microsoft Office Pro should be purchased at £164.62 plus VAT
- An External 500Gb drive should be purchased at £82.50 plus VAT and
- Norton Internet Security be purchased at £20.45 plus VAT.

2) Bank Account Arrangements

Councillor Stokes thanked Councillor Tucker for his efforts of the previous week in relation to trying to organise the bank account

The Council Resolved That;

- A bank account should be opened with Lloyds TSB Bank
- Internet Business banking should be applied for
- An associated savings account be opened at the same time for future usage
- The Clerk to be added as a named person on the account
- Our Standing Orders be amended to show that the Clerk cannot sign any cheques
- Previously agreed named persons should remain, i.e. Councillors Venner, Mistry, Mrs Mair and Mrs Porter
- Councillor Wilson be added as a named person on the account with the power to sign cheques.

3) Motion to Exclude the Public under Section 100 (A) (4) of the Local Government Act 1972

The Council Resolved That;

- The public should be excluded (none present) to conduct Private / Exempt Business, namely the discussion of appointing a Clerk & Responsible Finance Officer

Private / Exempt Business

The Council Resolved That;

- Lucy Early be offered the post of Clerk and Responsible Finance Officer to Cawston Parish Council