

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

1

Minutes of the meeting (number 10) held by Cawston Parish Council on Tuesday 6th November 2007 at 7.00pm in Cawston Grange Primary School.

Present: Cllr M. Stokes (Chairman), Cllr P. Venner (Vice-Chairman), Cllr R. Mistry, Cllr T. Tucker, Cllr Mrs V. Mair, Cllr Mrs L. Porter, Cllr Mrs M. Brett, Cllr Mrs R Latham.

Public Business

1. **Apologies for Absence** were received from Cllr T. Medcraft and Cllr Mrs D. Wilson
2. **Declaration of Interest as defined by the Code of Conduct for Councillors;**
 - a) Personal Interests – None.
 - b) Prejudicial Interests – None.
3. Motion to exclude the public
Proposed by: Cllr T. Tucker
Seconded by: Cllr Mrs V. Mair
The proposal was carried unanimously.

Private Business

1. To discuss the situation with the Clerk & RFO to Cawston Parish Council resigning from her post.
- The chairman explained that the clerk had resigned due to personal reasons with effect from Friday 9th November 2007. Mrs Early had made it clear that the decision for her resignation was purely personal and thanked the councillors for their help and support.
- The Chairman had made arrangements to collect the council's assets and would store them at his home address until a new appointment. The cheque book and paying-in book for the council's bank account had already been handed to The Chairman.
- It was agreed that the council would fall back to "the default" position and The Chairman would co-ordinate the clerk's responsibilities until a new appointment was made.

www.cawstonpc.org

Clerk to The Council; Cllr Michael Stokes
34 Cavendish Close, Cawston, Rugby. CV22 7GB
Telephone: 01788 819179
Email: clerk@cawstonpc.org



Cawston Parish Council
Prints on 100% Recycled Paper

- **Advertising for a new clerk & RFO** - The council resolved that; the position be advertised in The Rugby Observer for a period of no longer than two weeks at a cost of no more than £170 +VAT per week.
 - *Proposed by: Cllr M. Stokes*
 - *Seconded by: Cllr P. Venner*
 The proposal was carried unanimously.

- **RFO** - The council resolved that; Cllr Mrs D.Wilson be appointed as acting Responsible Finance Officer until a new appointment was made.
 - *Proposed by: Cllr Michael Stokes*
 - *Seconded by: Cllr Mrs R. Latham*
 The proposal was carried unanimously.

- **Clerks outstanding salary** - The council resolved that; The amount of £327.07 be paid to the clerk for October and 11 days of November. Also £92.96 be paid for N.I. contributions for the same period.
 - *Proposed by: Cllr R. Mistry*
 - *Seconded by: Cllr Mrs R. Latham*
 The proposal was carried unanimously.

- **Responsibility for public notice boards** - Cllr T. Tucker volunteered to maintain the notice boards until the appointment of a new clerk. The council accepted and thanked Cllr Tucker for this offer.

- **BT Telephone Line for Clerk** - The council agreed to install a telephone line under a 12 month contract in August for the clerk. Cllr Stokes is to make enquiries as to the most cost effective way to deal with this. Cllr Mrs R. Latham volunteered to have the line temporarily transferred to her address. The council accepted this offer (subject to it being the most cost effective) and thanked Cllr Mrs. Latham for this offer.

With no other business to be transacted, the meeting was closed at 8pm.

Signed.....
Councillor M. Stokes, Chairman

Date.....

**** END OF DOCUMENT ****

www.cawstonpc.org

