

Cawston Parish Council

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

MINUTES

Any queries relating to these minutes should be directed to The Clerk;

Mr Raymond Morgan. 52 Ratliffe, Rugby. CV22 6HB
Telephone: 01788 519563 or Email: clerk@cawstonpc.org

(Extra)Ordinary Meeting Number 21. Wednesday 16th July 2008 Held at Cawston Grange Primary School

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs V. Mair, Mrs R. Latham, T. Tucker, Mrs L. Porter, R. Mistry, T. Medcraft
Other Guests in Attendance:	None
Number of Public in Attendance:	None

The meeting opened at 7:30pm

1. Apologies were received from: Cllrs Mrs M. Brett and P. Sharples, Borough Cllr M. Stokes.

2. Declarations of Interest

- a. **Personal;** "None Received"
- b. **Prejudicial;** "None Received"

3. Status On the auditing and filing of the Annual Accounts

The accounts had been given to Councillors at the previous council meeting. This meeting was called to discuss and approve the accounts for the year ended 31st March 2008. Cllr P. Venner opened the discussion by stating that he, together with Cllr D. Wilson, had that morning visited WALC and met with Alison Hodge, County Secretary of the Association, to discuss the required format of the annual accounts. The reason for this was the amount of paperwork produced by the RFO when presenting the accounts. From the meeting it transpired that very little was actually required, with the remainder of the documents being purely backup documents. It was agreed, following the advice from WALC that the accounts would be presented in the following format:

- Balance Sheet
- Financial Statement
- Income and Expenditure Trial Balance
- Supporting Document for Fixed Assets
- Bank Reconciliations

These documents were produced by the RFO, discussed and any queries answered.

The Council Resolved That: The Chairman and RFO sign the Annual return for the year ended 31st March 2008 as fairly reflecting the financial position of the council and its income and expenditure

- **Proposed:** Cllr P Venner
- **Seconded:** Cllr Mrs R. Latham

The voting was unanimous.

4. To approve the expenditure of a maximum of £200 on Xmas tree lights and discuss the securing of the lighting control box.

Chairman's Initials:.....

The Council Resolved That: Expenditure to a maximum of £200 is approved for purchasing Xmas tree lights. Cllr T. Tucker stated that these lights were selling out fast and it was agreed that the lights should be purchased as soon as possible.

- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr T. Tucker

The voting was unanimous.

No quote had been received for the securing of the lighting box.

- **Action:** Clerk to purchase lights and chase quote as above.

5. To consider and agree any payments to be made.

The invoice from Edge Design for the second year's maintenance was discussed and left until the August meeting for the Clerk to resolve various queries.

Cheque Number	Description	Amount	Signatories
000080	Cawston Grange P.T.A	£100.00	TBA

- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr R. Mistry

There being no further business, The Chairman declared the meeting closed at 8:40pm.

<p>Signed as a true record;</p>	<p>..... (Chairman)</p> <p>..... (Date)</p>
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Chairman's Initials:.....