

# Cawston Parish Council

**Councillors:** P.Venner (*Chairman*), Mrs .D. Wilson (*Vice Chairman*)  
Mrs. M Brett, Ms .S. Bestwick. M. Duncan, M. Emery, M. Cool

## Minutes No. 100

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

Mr Raymond Morgan, 52 Ratliffe Road, Rugby, CV22 6HB  
Telephone: 01788 519563 or Email: [clerk@cawstonpc.org](mailto:clerk@cawstonpc.org)

### Ordinary meeting of Cawston Parish Council, Monday 17<sup>th</sup> November 2014 Held at Cawston Grange Children's Centre

Parish Councillors In Attendance	Mrs. D .Wilson, Mrs. M. Brett, M. Cool, M. Duncan, M. Emery
Other Guests in Attendance	None
Number of Public in Attendance	None

Minute taker in attendance: Mr R. Morgan

#### The meeting opened at 7.30pm

**1. Apologies were received from:**

Apologies were received and accepted from Cllrs P. Venner and Ms S. Bestwick

**2. Declarations of Interest as defined by the Code of Conduct for Cllrs.**

There were no declarations of interest

**3. Minutes of the previous meeting.**

It was proposed by Cllr Mrs D. Wilson and seconded by Cllr Mrs M. Brett that the minutes of the previous Council meeting are a true record and can be signed as such.

**4. Report from Warwickshire Police**

No report available.

**5. Up to 15 minutes for members of the public to address the Council**

There were no members of the public in attendance.

**6. Opportunity for Borough and County Councillors to address the Council**

There were no councillors in attendance.

**7. Discussion on the recording and filming of council meetings and to approve the council's protocol**

The clerk had attended a seminar on the Openness of Local Government Bodies Regulations 2014. Under these regulations the public and media have a right to record meetings of the council. A protocol had been drawn up and had been sent to all councillors prior to the meeting in order for them to comment on at the meeting.

**The Council Resolved that:** The protocol for filming and recording of council meetings is adopted.

- **Proposed by:** Cllr M. Cool
- **Seconded by:** Cllr Mrs M. Brett

All councillors were in favour of the adoption.

**8. Working Party reports**

**a) Community Hall Up-date and Funding Requirements**

The clerk had attended a Pre-contract Meeting at HB Architects on 13 November at which the contract sum was confirmed. There is included in the contract sum a £20,000.00 contingency for statutory services and unforeseen ground works. The contractors are expecting to commence the project on-site on Monday 5<sup>th</sup> January 2015. This decision is dictated by the imminent Christmas period and current 8 week lead time on steel work for the super structure. A project programme was handed out by the contractor indicating a construction period of 27 weeks indicating a handover date of Monday 3<sup>rd</sup> August 2015.

Valuations for payment are to be raised one week prior to our council meetings and a cash flow forecast is to be produced by the contractor to assist in this matter. It was reiterated that we have a strict budget and a project maximum of £800000 has been included in the contract and variations over this limit are not allowed without full discussion in advance with HB and the Parish Council.

Contract documents are to be prepared for issue by Friday 28<sup>th</sup> November. The clerk is to advise the opening hours of the neighbouring school. The parish Council are to advise who their preferred service supplier is for gas and electricity.

**b) Finance Staffing and Administration**

A report on finance had previously been sent to Cllrs. It was proposed by Cllr M. Duncan and seconded by Cllr M. Emery that all payments listed, totalling £885.77 be paid.

The proposal was unanimously agreed.

The current figure from the bank accounts totalled £244,151.97.

**9. To vote for acceptance of the proposed Budget for the Financial Year 2015-16.**

The proposed budget had been sent to all councillors prior to the meeting. A sum of £1,526.40 for insurance of the Community Hall was added to the expenditure bringing the total to £53,958.40 Plus a 10% contingency of £5,395.84. Total expenditure forecast of £59,354.84.

**The Council Resolved that:** The budget for the Financial Year 2015-2016 is approved with any adjustment to the Precept (To keep a nil increase) being reflected in the Community Hall Project expenditure.

- **Proposed by:** Cllr Mrs D. Wilson
- **Seconded by:** Cllr M. Cool

**10. To discuss items requiring the Parish Clerks attention**

The Action Log was considered and up-dated as necessary.

Cllr Mrs M. Brett is to liaise with Rugby Borough Council on the need for a music licence for the carol service.

The Carol Service is to take place adjacent to the Xmas Tree at 4.00 pm on Sunday 14<sup>th</sup> December 2014.

Hi-vis jackets are to be obtained for those acting as stewards.

The clerk was requested to write to Sean Lawson of Rugby Borough Council thanking him, and his team, for the excellent arboretum ceremony.

There being no further business, the Chairman declared the meeting closed at 8.21 pm

<b>Signed as a true record</b>	..... <i>(Chairman)</i>
	..... <i>(Date)</i>