

# Cawston Parish Council

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

## Minutes No. 109

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> August 2015 Held at Cawston Grange Children's Centre

Parish Councillors In Attendance	P. Venner, Mrs M. Brett, Mrs M. Murphy, Ms S, Bestwick
Other Guests in Attendance	None
Number of Public in Attendance	Two

Minute taker in attendance: Mr R. Morgan

#### The meeting opened at 7.30pm

**1. Apologies were received from:**

Cllrs Mrs D. Wilson, M. Cool, M. Emery and P. Taylor

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

None were given.

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

It was proposed by Cllr Mrs M. Murphy and seconded by Cllr Mrs M. Brett that the minutes of the previous Council meeting (No. 108) are a true record and can be signed as such.

#### **Actions from previous minutes**

Clerk is to contact Valuation Office re cost of Rating Valuation. Cllr Mrs M. Brett confirmed that there is no need for a Premises Licence. Key Register to be brought to the next Council Meeting.

**4. Report from Warwickshire Police**

No report had been received and the Clerk is to contact them and also Julia A'Barrow.

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

A resident commented on the lack of sweeping of Whitefriars Drive and the roads in general. Also the resident complained about the blocked drains on both Whitefriars Drive and Calverstone Road. On Whitefriars Drive the tarmac by the barge is in urgent need of attention. Cllr P. Venner is to contact the consortium on these matters. Dorset Close also needs sweeping and weeds in general need attention. A query was also raised on the 'excess' number of street lights along Calvestone Road. Cllr Mrs M. Murphy said that there was a need for a dog/litter

bin on Bilton Lane, near the post box, on the section between Calvestone Road and the Bear public house. Cllr P. Venner said that although this was not within Cawston Parish he would relay this to the local Borough Councillor.

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

None were present at the meeting.

**7. To receive and discuss Working Party reports**

**a. Finance, Staffing and Admin**

**i) Report on Finances and to consider payments to be made in the sum of £64,737.46 subject to any further urgent payments being received.**

As at 10 August 2015 the funds in the bank amounted to £255,497.67. This balance included a £10,000 grant from Awards4All. It was proposed by Cllr Ms Bestwick and seconded by Cllr P. Venner that payments amounting to £8,175.46 are made. It was also agreed that the amount of £610.66 incl. VAT spent by the Hall Working Party for materials be reimbursed to Mrs M. Brett and £150.84 incl. Vat to M. Emery for the purchase of MDF.

Discussion then took place on the condition of the hall at practical completion. Cllr M. Emery is drawing up a letter to the architects about the ‘unfinished’ works apparent from our inspection. On the question of payment of Valuation No. 7 it was proposed by Cllr Ms S. Bestwick and seconded by Cllr P. Venner that “We recognise the contractual obligation to Greswolde Construction Limited but remain concerned about the state of the building. We will pursue our dissatisfaction with the building with our architect and then appropriate payment will be made”. All councillors were in favour.

It was agreed to make a provision for up to £2,500 to be allocated to the Community Hall working group as required.

The clerk is to establish direct debit payments to pay utility charges for the Community Hall in advance of the CIO being established and Trustees appointed.

At no extra cost our insurers have agreed that plumbing works can be carried out under our policy with an increased excess of £2,500 for each and every claim for that relates to that work.

There have been difficulties with the existing finance software and they have proposed an increase in charges with the introduction of the loan arrangements for the Community Hall. This will require an annual fee of £415 per annum on a five year contract. This gives a total cost of ownership of £2,075.

After canvassing advice from other clerks, discussions and a demonstration have been held with Rialtas Business Solutions based in Swindon who provide Financial Software packages for councils. The Potential cost in year one is £706 and thereafter Annual Support and Maintenance will cost £111. Over a 5 year period, assuming £111 for years 2-5 would give a TCO of £1,150. Pending a final demo to the Finance and Staffing working group it is recommended that the Alpha Financial Software is purchased. The clerk is to arrange the demo.

Fire Safety quotations have been received for the Community Hall – one from a local supplier for £150 and one from further afield for £175. Confirmation that both quotes will deliver the legally required documentation is being sought. Assuming both do it is recommended that the lower, local quote be accepted and the clerk is instructed to proceed. There is a requirement to contact the Valuation Office so that a valuation can be carried out for rating purposes. There should be no rates payable on a not for profit building. The clerk is to establish if a fee is payable for this service.

Cllr Mrs M. Brett expressed her concern with volunteers painting the internal walls of the Community Hall basically because of the time it would take. It was agreed to look at quotations from paint contractors and three quotations had been received ranging from £5,975 to £12,625. Providing that confirmation is received from the lowest priced that they include filling in ceiling line and cracks, filling in gaps around air conditioning and sheet/mask floors, door frames, skirting, windows and doors then an order be placed. This is subject to the relevant insurances being in place.

The funds from our successful grant application have been received and plans are underway for the sourcing and timely acquisition of items included in the application.

**ii) To discuss and approve arrangements for funding of working parties to ensure the hall is operational**

The Finance Working Group proposed and recommended that they are delegated to approve (with the agreement of at least two members of the group for each request) expenditure requests from the Community Hall working group, which in total must not exceed £2,500 for the period between the August and September Full council Meetings. This was proposed by Cllr Ms Bestwick and seconded by Cllr Mrs Brett. All Cllrs were in favour.

It was also agreed that the amount of £610.66 incl. VAT spent by the Hall Working Party for materials be reimbursed to Mrs M. Brett and £150.84 incl. Vat to M. Emery for the purchase of MDF. Two quotes had been received for Sanitary Ware; it was proposed by Cllr Ms Bestwick and seconded by Cllr Venner that the quote for £626.00 plus VAT be accepted.

**b. Community Hall**

**i) Build and Design**

This item was included in the preceding item.

**ii) Fundraising**

A number of applications were being worked on and would be submitted in the near future.

**iii) Working Party Feedback**

Rugby Borough Council have been contact to see if they are willing to help with landscaping but as yet no response had been received. On the question of a kitchen if we pay for a kitchen would the supplier's fitters fit it free of charge? In relation to the sound equipment the question has been asked of RBC as to keeping the sound below a certain level and a response is awaited.

As for bookings these will be taken from the website and kept in a book which makes it easier to control.

**c. Community Cohesion**

Cllr P. Taylor had prior to the meeting circulated a Report and Recommendations from the working group. These covered the Formal Opening of the Community Hall, regular litter picking around the Parish, a Fun Run, Quiz and Christmas Light Switch on with carols.

These events were discussed and it was left to the working group to arrange these occasions.

**8. To review meeting arrangements**

Following discussion no mutually agreed alternative evening could be found.

**9. To hear and discuss correspondence received**

Blue Strawberry had requested use of the hall car park during the building of extensions to the school. This was agreed to subject to their staff undertaking not to leave the bollards down. A

key to the bollards is to be given to Blue Strawberry. Cllr P. Venner said he would take the key to them.

**10. Planning Applications and Decisions**

There is nothing to report this month.

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

A letterbox is to be purchased and fitted on the wall of the Community Hall.

It was reported that the planters are not being planted. Local groups are to be contacted to see if they can help in this respect.

The next issue of the Parish News is due at the end of September/early October. Articles are to be with Cllr P. Venner by 18 September with delivery to take place around 3 October.

The next meeting is due on 21 September 2015.

There being no further business, the Chairman declared the meeting closed at 9.25 pm

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