

	<p>account to reconcile payments. Account signatories need updating to reflect changes in Parish Councillors. It was agreed that all cheques should have a management group and parish council signatory to enable effective controls. Clerk to draft a headline financial management process to reflect this. Arrangements for petty cash and credit card / mobile payments to be investigated (clerk to liaise with WALC).</p> <p>b. <u>Finance, Staffing & Admin</u></p> <p>Payments: Proposed payments in the sum of £6,408.74 relating to Cawston Parish Council and for Cawston Community Hall were proposed by Cllr Bestwick, seconded by Cllr Gill . All agreed.</p> <p>c. <u>Parks and Open Spaces</u></p> <p>Cllr Horton updated recent activity; the litter pickers have been resupplied with refuse sacks, ytd spend by the lengthsman (Mark Cox) is under budget, mainly due to adverse weather hampering ability to work. There has been no response from McDonalds.</p> <p>d. <u>Communications</u></p> <p>Newsletter: Articles needed for next edition, which needs to be distributed w/e 24th November. The annual Christmas event will feature. Chair to contact Hall Management Group to see if they can help with the refreshment s.</p> <p>e. <u>Consortium</u></p> <p>To note Cllr Horton will now take main responsibility for consortium liaison; Cllr Bryant will pick up website and IT following the resignation of Alan Billingham.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>SB</p>
09	Budget and Precept 2018/19 Item postponed to November meeting.	
10	To hear and consider any received correspondence (including notice of forthcoming external meetings) None reported	
11	To consider and discuss any relevant planning notices including a summary of previous month's activity. Nothing received	
10	To discuss items requiring the Clerk's attention No items discussed	
11	Action Log Agreed to investigate use of google docs for the action log. Cllr Bryant to send note to all Cllrs.	MB
<p>Meeting was closed at 21:20 Date and Time of the Next Meeting: Tuesday 21st November 2017 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston</p>		

Signed:
Chairperson

Date: