

**MINUTES OF MEETING 1  
FINANCE AND GENERAL PURPOSES COMMITTEE  
CAWSTON PARISH COUNCIL**

Meeting Held on Tuesday 9<sup>th</sup> July 2019 at 7.30pm  
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU

Members Present:	Chair: Cllr. R Bishop (RB), Cllr S. Bestwick (SB)
Guests in Attendance:	None
Public in Attendance:	None
Minute Taker in Attendance:	Gemma Burgess
Clerk:	Gemma Burgess Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: <a href="mailto:clerk@cawstonpc.org">clerk@cawstonpc.org</a>

- F19-01 Election of Chair: Cllr R. Bishop put himself forward for the role which was seconded by Cllr. S Bestwick. Cllr. R Bishop was appointed as Chair.
- F19-02 Apologies: apologies were noted from Cllr. M Cool
- F19-03 Declarations of Interest: None
- F19-04 Public Question Time: None present
- F19-05 Terms of Reference: The Committee's Terms of Reference as approved by the Council were noted.
- F19-06 Considered:
- a. July's Finance Report was noted and payments totalling £2819.14 were approved.
  - b. Bank reconciliations were checked and agreed. The clerk was directed to transfer £10 000 from reserves to current account to cover bills.
  - c. The VAT126 return was checked and approved for submission.
  - d. Insurance Risk Review: The clerk was given approval of up to £350 to instruct a surveyor to assess rebuild costs for the Community Hall.
  - e. Standing Orders were drafted and the clerk was directed to write a report of changes to be sent to all Councillors ahead of the next meeting for adoption.
  - f. Budget variations: none significant.

- g. Banking Mandate: the clerk is still awaiting details from a Councillor in order to submit. The online banking limit of £1000 for the clerk is to be checked by the Chair of the Council.
- h. The form to update the Council's bank details with WCC was approved.
- i. The Internal Audit report was noted, reviewed and recommendations were prioritised. The Committee decided to focus on Section 3 of the schedule as a priority.

F19-07 Future Agendas: The clerk's appraisal is due in September.

F19-08 The clerk presented the agenda for the next full Council meeting.

Meeting was closed at 21.15

Date and Time of the Next Meeting: TBC

To be held at Cawston Community Hall, Scholars Drive, Cawston

**Signed:**  
**Chairperson**



**Date:**

09/09/2019