

MINUTES OF MEETING 12
FINANCE AND GENERAL PURPOSES COMMITTEE
CAWSTON PARISH COUNCIL

Meeting Held remotely on Monday 13th July 2020 at 7:30pm.

Members Present:	Chair: Cllr. R Bishop (RB), Cllr. S Bestwick (SB)
Guests in Attendance:	None
Public in Attendance:	None
Minute Taker:	Gemma Burgess
Officers in Attendance:	Clerk: Gemma Burgess FCM: Valerie Moody Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: clerk@cawstonpc.org

F20-43 **Apologies:** Apologies were received and noted from Cllr. M Cool.

F20-44 **Declarations of Interest:** None.

F20-45 **Minutes:** The minutes of Committee Meeting (11) held 9th June 2020 were approved as an accurate record of the meeting and signed by the Chair.

F20-46 **Considered:**

- a. An order authorised by the Chair between meetings of £18.32+VAT was noted. Orders totalling £320.00 were authorised. Payments totalling £3074.62 (including £214.49 VAT) for July were authorised.
- b. Information regarding the queried shutter invoices has been requested from the supplier but not yet received.
- c. Receipt of £520.00 net of policy excess from Zurich was noted in settlement of claim for storm damaged roller shutters.
- d. The DDM schedule for 20-21 was approved. It was noted that the current position regarding payment of NNDR was unclear. The clerk was directed to continue to pursue clarity.
- e. Bank reconciliations have been checked and agreed up to 30/06/20 by Cllr. M Cool.

- f. The aged-debtors report was noted. Monthly statements of account are to be sent at the beginning of each month.
- g. The Internal Auditor's recommendation of a certification block for paper invoices was considered. The clerk was directed to investigate a digital solution in line with paperless aspirations.
- h. Cawston Community Hall: The FCM reported on the current situation at the hall, ACRE/WRCC and government advice. The risk assessment for opening the hall is to be presented to full Council with the proposal for a September re-opening.
RESOLVED: To cancel all current bookings and refund monies owed. Any future bookings to be made at the prevailing rates.
- i. The quote received for website redesign was discussed and noted as a benchmark. The clerk was directed to continue to work on what is needed to service the Council and the Community Hall.
- j. The financial risk assessment was considered. The clerk was directed to check the threshold for requiring multiple quotes with WALC and present to Council for approval.
- k. Profiles of potential Internal Auditors to be presented to Council for a decision on appointment.
- l. LGPS: to be considered on September's agenda.

F20-47 **Future Agendas:** None.

F20-48 The next meeting date was agreed as Tuesday 11th August 2020 at 7:30pm. It will be a short meeting for the authorisation of payments and all other business is to be carried over to September.

The meeting was closed at 20:10.

Signed:
Chairperson

Date: