

MINUTES OF MEETING 14
FINANCE AND GENERAL PURPOSES COMMITTEE
CAWSTON PARISH COUNCIL

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

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| Members Present: | Chair: Cllr. R Bishop (RB), Cllr. S Bestwick (SB), Cllr. M Cool (MC) |
| 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 |

F20-55 **Apologies:** None

F20-56 **Declarations of Interest:** None.

F20-57 **Minutes:** The minutes of Committee Meeting (13) held 11th August 2020 were approved as an accurate record of the meeting and signed by the Chair.

F20-58 **Considered:**

a. The NJC 20-21 Pay Award was noted and accepted. SCP hourly pay increases for employed Officers are to be backdated to April 1st 2020 as per NALC advice.

b. The following quotes were considered:

Remedial work following EICR: £233.77+VAT

Webhosting renewal for cawstoncommunityhall.org: £81.87+VAT

Payments for August totalling £4824.02 were considered.

It was noted that £395.00 had been approved between meetings for the disinfection of mains cold and hot water supply at CCH.

It was noted that the precept of £42 012.57 has been received from Rugby Borough Council.

RESOLVED: To approve all quotes and payments within the delegated authority of the Committee and to present quotes of £1221.08 for insurance

renewal and monthly revised payments of £1454.00 for NNDR to full Council for approval.

- c. Bank reconciliations have been checked and agreed up to 31/08/20 by Cllr. M Cool.
- d. The aged debtors report was noted. It was agreed that regular hirers will need to commit to clearing their outstanding balances before recommencing hire.
- e. Clerk/RFO role: Cllr. S Bestwick informed the Committee that the current Clerk & RFO has resigned from the post and is currently working out a notice period to end on 27th September 2020. The Clerk is able to offer limited support after this time if necessary. The FCM offered to support the Council as directed in additional duties. The path forward was discussed.
RESOLVED: To present a budget recommendation to full Council for an experienced Locum Clerk to assist the Council for 10 hours a week for 7 months while a permanent Clerk is recruited.
- f. The FCM reported that the hall is now open and taking limited bookings as appropriate according to COVID-19 measures.

F20-59 **Future Agendas:** To include a timetable for budget/precept planning with appropriate management reports such as year-to-date spend.

F20-60 The next meeting date was agreed as Tuesday 13th October 2020 at 7:30pm.

The meeting was closed at 20:36.

Signed:
Chairperson

Date: