

**MINUTES OF MEETING 15
FINANCE AND GENERAL PURPOSES COMMITTEE
CAWSTON PARISH COUNCIL**

Meeting Held remotely on Monday 12th October 2020 at 7:30pm.

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:	Locum Clerk: Robert Nash FCM: Valerie Moody Support Officer: Gemma Burgess
	Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: clerk@cawstonpc.org

- F20-61 **Apologies:** None. Cllr. R Bishop was unable to Chair the meeting therefore Cllr. S Bestwick deputised.
- F20-62 **Declarations of Interest:** None.
- F20-63 **Minutes:** The minutes of Committee Meeting (14) held 7th September 2020 were approved as an accurate record of the meeting and signed by Cllr. S Bestwick.
- F20-64 **Considered:**
- a. The following were considered:
Purchase Orders totalling 899.72 +VAT.
Payments for August totalling £2914.06 in addition to regular direct debits.
It was noted that £1155+VAT had been approved between meetings for the emergency repair of the shutter to secure the building.
The Locum Clerk was directed to investigate the utility bill invoices and credit notes.
- RESOLVED:** To approve all purchases and payments. To authorise the FCM to accept quotations relating to fire system maintenance.
- b. Bank reconciliations have been checked and agreed up to 30/09/20 by Cllr. M Cool.
- c. The aged debtors report was noted as being improved.
- d. IT Infrastructure quotes were considered.
RESOLVED: To recommend to Council that a MS365 solution is to be adopted including IT support. A final recommendation once all quotes are received will be presented to Council.
- e. Draft contracts for the Locum Clerk and Support Officer were considered.
RESOLVED: To offer both contracts to officers.

- f. The current bank authorised signatories and those with online banking access was discussed. The Locum Clerk was directed to present more information on the CCLA deposit fund to full Council.
RESOLVED: To add the Locum Clerk to the bank mandate and for the Support Officer to make payments as directed by the Locum Clerk.
- g. The AGAR 19/20 conclusion of audit was noted. The Locum Clerk was directed to fulfil the Council's obligations in publicising the conclusion.
- h. The FCM reported that the shutter is now operational but consideration would be needed on a more long term solution as further problems could be anticipated due to its size & weight. There is also an issue with the boiler and call-out charges were agreed.
Cllr. S Bestwick thanked the FCM and her family, together with Cllr. M Cool, for their immediate response to the vandalism at the hall.

F20-65

Councillors' reports and items for future agendas:

- To consider how Officers can be delegated more authority for dealing with operational matters.
- To be provided with a Yr-to-Date spend against budget for 21-22 budget planning purposes.

F20-66

The next meeting date was agreed as Tuesday 10th November 2020 at 7:30pm.

The meeting was closed at 20:40.

Signed:
Chairperson

Date:

Cawston Parish Council

Expenditure transactions - payments approval list Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
96	2021-0096	£395.00	£0.00	£395.00	04/09/20	Midlands Legionella Control - Disinfection of mains cold and hot water supply (5 x low capacity water heaters)	£395.00
100	2021-0100	£730.10	£121.68	£608.42	15/09/20	Goldcrest Cleaning Limited - CCH Cleaning Sept 20	£730.10
103	2021-0103	£720.00	£120.00	£600.00	26/09/20	PKF Littlejohn LLP - Review AGAR yr ending March 2020	£720.00
95	2021-0095	£280.52	£46.75	£233.77	06/10/20	Watt 'N' Earth Electrical Contractors Ltd - Remedial work in accordance with EICR DA21110059	£280.52
101	2021-0101	£15.00	£2.50	£12.50	06/10/20	WALC - MB Training: Getting started with Twitter	£15.00
110	2021-0110a	£492.00	£82.00	£410.00	14/10/20	Safe I.S. Ltd - Annual Fire Alarm and Emergency Lighting Service	£492.00
111	2021-0110b	£88.98	£14.83	£74.15	14/10/20	SAFE I.S. - Annual Fire Extinguisher Maintenance	£88.98
		£773.44	£0.00	£773.44		Confidential	
Total		£3,495.04	£387.76	£3,107.28			

Signature _____

Signature _____

Date _____