

**MINUTES OF MEETING 16
FINANCE AND GENERAL PURPOSES COMMITTEE
CAWSTON PARISH COUNCIL**

Meeting Held remotely on Tuesday 10th November 2020 at 7:30pm.

Members Present:	Chair: Cllr. R Bishop (RB), Cllr. M Cool (MC)
Guests in Attendance:	None
Public in Attendance:	None
Minute Taker:	Locum Clerk: Robert Nash
Officers in Attendance:	FCM: Valerie Moody
	Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: clerk@cawstonpc.org

F20-67 **Apologies:** Cllr. S Bestwick (SB).

F20-68 **Declarations of Interest:** None.

F20-69 **Minutes:** The minutes of Committee Meeting (15) held 12th October 2020 were approved as an accurate record of the meeting for subsequent signature by the Chair.

F20-70 **Financial Reports**

The following Reports were considered:

(a) Payments for October totalling £3489.70, including salary payments due.
The Clerk advised that a further session of training in the Edge IT software would be needed for both him and the FCM. It was also recommended that the FCM would benefit at a future date from participating in a WALC introductory session on the role and responsibilities of Parish Councils.

RESOLVED: To approve all purchases and payments and to authorise the Clerk to arrange further training for both the Clerk and FCM in respect of the IT Software and such other introductory training as may benefit the FCM. **Action: Clerk**

(b) Bank Reconciliations for the period to 30th October had been checked and agreed by Cllr. M Cool.

(c) The Aged Debtors report was noted. The Committee considered that as the majority of the debt of £207 related to one hirer and pre-dated the Coronavirus restrictions, an indication should be obtained of the time frame in which this debt was intended to be cleared. **Action: FCM**

F20-71 **Community Hall**

The FCM updated the Committee in relation to the current use of the Community hall indicating that in view of the recent closure arising from the Government announcement of Coronavirus restrictions, the hall would now be closed until the 3rd

December at the earliest. During the months since the previous lockdown, hiring of the hall had been largely confined to exercise and keep fit groups all of which had been required to limit group sizes to accommodate social distancing. At present it appeared that most of these groups would wish to resume use of the hall for the period after the end of the current restrictions. None of the community focused users had resumed bookings after the initial Covid lock-down.

The Committee was advised that a decision was needed in relation to reopening the Hall for hire for the short period from 3rd December to 18th December, prior to the Christmas holiday period. Whilst some variable costs associated with hiring the building could be saved by closing for the entire month, this would be marginal in terms of the additional impact on the budget and deny the opportunity to several hirers to resume activity. The Committee therefore noted that whilst the income that would be generated over the two- week period was limited, there was a case for re-opening to ensure continuity in letting availability.

The question of whether greater numbers of bookings could be encouraged from groups based within the community was raised and it was felt that the options around a concessionary rate should be considered by the Council at a future meeting.

The Committee was also advised by the FCM of the need to ensure that where a hire transaction had been reallocated to the main hall to comply with the Covid distancing requirements, this did not result in an increased charge to the hirer. At present the Edge Financial system did not enable a concessionary charge to be made to reflect this circumstance.

The FCM updated on the awaited repairs to the Fire Doors following the recent vandalism. These remained outstanding awaiting the arrival of specialist glass. On the future improvements to this access point, reference was made to the discussion at the meeting on the 12th October. It was felt that a review of this access point and various design aspects of the building should be subject of a wider debate among members of Council prior to this being considered as a formal item of business in January.

RESOLVED

(a) that the hall reopens after 3rd December, subject to any government restrictions and the demand from prospective hirers, for the period to 18th December.

Action: FCM

(b) that the FCM clarifies the options within the Edge IT booking software to ensure that a concessionary rate can be charged for bookings reallocated to the main hall as a result of the need for social distancing;

Action: FCM

(c) that further consideration is given to the options for a concessionary booking rate for groups based within Cawston;

Action: F&GP

(d) that the options for review of design aspects of the community hall are considered by members prior to a formal report to the January meeting of the Council.

Action: All Members

F20- 72 Year to date spend against budget

Consideration was given to a report prepared by the Clerk setting out a projected budget out-turn for the current financial year. He emphasised that the Covid-19 had resulted in a very significant reduction in letting income but this would be to a significant extent off-set by a potential underspend by the Council approaching £40,000. It was noted that the Council had agreed at the last meeting to set a nil increase in the precept which would ensure that the balances accrued to date would not increase in view of the potential loss of income and the Council's continuing aspirations to deliver projects of community benefit.

RESOLVED that the budget report noted and recommended as the basis for calculation of the 2021/22 budget and precept.

Action: Clerk

F20-73 Councillors' reports and items for future agendas:

No matters were raised.

F20-74 The next meeting date was agreed as Tuesday 8th December 2020 at 7:30pm.

The meeting was closed at 20:40.

**Signed:
Chairperson**

Date: