

**MINUTES OF A MEETING (17)**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**CAWSTON PARISH COUNCIL**

**Meeting held remotely on Tuesday 8<sup>th</sup> December 2020 commencing at 7.30 pm**

Members Present:	Chair Cllr R. Bishop, Cllr S. Bestwick and Cllr M. Cool
Guests in attendance:	None
Public in attendance:	None
Minutes:	Robert Nash (Clerk)
Officers in Attendance:	None
	Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU
	Email: clerk@cawstonpc.org

**F20-75 APOLOGIES**

An apology for absence was received from the Facilities and Communication Manager (FCM)

**F20-76 DECLARATIONS OF INTEREST**

There were no declarations at this time.

**F20-77 MINUTES**

**RESOLVED** that the Minutes of the previous meeting (16) held on 10th November, 2020 are approved as a correct record.

**F20-78 FINANCIAL REPORTS**

Payments for November totalling £4355.88, including salary payments due, were reported together with the bank reconciliations for the period to 30th November (checked and approved by Cllr Cool). Consideration was also given to the Aged Debtors Report and the observations of the FCM which indicated that both debtors had now been invited to respond to the Committee's request concerning a timescale for payment. One debtor had responded but the other, who owed £229, had not.

**RESOLVED**

- (a) That the payments report for the month of November totalling £4355.88 is approved for payment;
  - (b) The bank reconciliations for the period to 30<sup>th</sup> November are approved
  - (c) that the Report of the FCM in relation to outstanding debts is noted and that Debtor A is extended an additional period in which to settle the debt of £90 and that Debtor B is advised that no further bookings will be processed until the debt of £229 is settled.
- Action: FCM**

Consideration was also given to a report from the FCM in relation to the following matters:

(a) Fire Safety Inspection Report

The Committee was advised that an inspection of the Community Hall had been recently undertaken and that various works including improvements to the illumination of signs above the main exit doors and replacement of the water extinguishers was now recommended.

(b) Lightning Protection System

A copy of the report relating to inspection of the Community Hall had been circulated and was considered. The Clerk advised that the report was identical to the one commissioned in 2019 and therefore implementing the recommendations was advisable.

**RESOLVED**

- (I) that the works required to the Community Hall necessary to comply with current fire regulations are implemented at a cost of £575.05;
- (II) that the recommendations set out in the inspection of the Lightning Protection system at a cost of £675 are accepted and implemented.

**Action: FCM**

Discussion took place in relation to the possible improvements to the interior of the building which had been referred to at the last meeting. This included alterations to the access doors to the main hall, possible remodelling of the Council's office space and a possible community café. It was acknowledged that future development of the Hall would be dependent on the use envisaged by the community and a survey of Parishioners was therefore opportune. The further consideration of options to improve the rear access to the main hall would benefit from professional advice and clarification of the conditions attaching to the planning consent.

**RESOLVED** that the Planning consent relating to the Community Hall is considered in relation to any limitations on internal modifications and a report on possible options is made to the next meeting.

**Action: Clerk**

**F20-79 CASUAL VACANCIES**

The Clerk reported that in response to the initial public notification of two casual vacancies, two expressions of interest had been received which would be reported to the next meeting of the Council. The Committee was reminded that a stock of 3000 leaflets was available to publicise casual vacancies and a quotation of £182.50 had been received for distribution to every household in the Parish. In view of the possibility of attracting additional applicants to enable as informed a choice as possible, it was agreed to approve the expenditure, in principle, subject to the approval of the Council at the meeting on the 15<sup>th</sup> December.

**Action: Clerk**

**RESOLVED** that the expenditure for delivery of leaflets is approved and that the Council considers the process for considering applications for co-option at the next meeting.

**F20-80 ON-LINE STORAGE OF DOCUMENTS**

The Clerk reported two quotations received in respect of the Committee's previous decision to seek alternative arrangements for the secure storage of documentation. The Clerk reported the following options:

Edge I.T. Systems Ltd Migration to Microsoft 365 (all exclusive VAT)

Initial Set up (including Councillor email accounts) £660.00

Annual Fees (including MS license & recovery) £634.80

Total (year 1) **£1294.80**

Cloudy IT Group

Initial set up (including email accounts & training) £1,100

Annual Fees (including MS license & recovery) £1993

Total (year 1) **£3093**

The Clerk advised that the current method of storing documents on-line had now reached the end of the subscription free period and would soon attract a payment of £96 per year if this method of on-line storage was to continue. It was noted that the quotations provided for both immediate back-up of documents and retrieval by all members of Council plus email accounts and on-line security. The quotation by Edge IT which representing best value also offered the opportunity to ensure consistency across all aspects of the Council's data support as this Company provided the current finance and hall booking software.

**RESOLVED** to Recommend the Council that Edge I.T Systems Ltd are invited to provide a solution for migration of the Council's document storage to MS 365.

**Action: Clerk**

**F20-81 PENSION PROVISION**

The Clerk reported that, under the present regulations, the Council was required to identify a pension provider for any employee who became eligible for admission to an occupational pension. Until the present time, no employee of the Council had been subject to automatic enrolment but one employee who was defined as a non- eligible job holder was entitled to be admitted to a pension scheme upon request. It was therefore necessary for the Council to identify a pension scheme provider to ensure that it met its obligations under the Pensions Act 2008.

**RESOLVED** that a report is submitted to the Council setting out the options for ensuring the Council meets its obligations in relation to employee pensions.

**Action: Clerk**

**F20-82 BUDGET 2021/22**

Consideration was given to possible budget options for inclusion in the Budget for 2021/22. The following were noted as areas where increased provision may be needed :

- (a) Salaries – allowance for pay increase and employer pension contribution
- (b) Parish Plan – Consultation arising from the need to assess the priorities for the Parish over the next 5 years

It was agreed that these would need further assessment prior to consideration by the Council.

**Action: Clerk**

**F20-83 REPORTS AND ITEMS FOR FUTURE AGENDAS**

- Appointment process for Parish Clerk
- Investment opportunities with CCLA

**F20-84 DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 5<sup>th</sup> January 2021 commencing at 7.30 pm, venue to be confirmed. **Action: All Members to note**

The meeting ended at 8.44 pm.