

**MINUTES OF MEETING 2
FINANCE AND GENERAL PURPOSES COMMITTEE
CAWSTON PARISH COUNCIL**

Meeting Held on Tuesday 9th September 2019 at 7.30pm
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU

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 in Attendance:	Gemma Burgess
Clerk:	Gemma Burgess Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: clerk@cawstonpc.org

F19-09 **Apologies:** None received.

F19-10 **Declarations of Interest:** None

F19-11 **Public Question Time:** None present

F19-12 **Minutes:** The minutes of the Committee Meeting (1) held 9th July 2019 were approved as an accurate record of the meeting and signed by the Chair.

F19-13 **Considered:**

- a. August's Finance Report was noted and payments totalling £9061.75 were approved.
September's Finance Report was noted and payments totalling £9800.11 were approved.
The emergency call-out charge regarding heating repairs was approved but the clerk was directed to gain a better understanding of the issue and alternative quotes for the work before authorisation can be given for the repairs.
- b. Bank reconciliations were checked and agreed.
- c. The budget performance report was noted.
- d. The procedure and timelines for the budget and precept setting for 20/21 were discussed. The clerk was directed to include discussion on a balanced budget and precept increases on the agenda for full council. Working parties are to look at their spending and plan for the following year.

- e. The Insurance Reinstatement Valuation Report was noted.
- f. The insurance quotes obtained by the clerk were discussed. The clerk was directed to negotiate terms with our current insurer, who was the most competitive, to reflect the exploration of options for repair of the malfunctioning shutter.
- g. Quotes for utilities were noted and the clerk was directed to continue seeking alternatives and to investigate how the solar panels can be utilised.
- h. The on-going Internal Audit corrective action plan was discussed with continued focus on Section 3.
- i. The software options offered by Rialtas including training were approved as they were judged to be appropriate and necessary.
- j. There has been no contact from the external auditors as yet and the clerk was directed to assist with any potential queries and comply with publishing of the conclusion of audit as it arises.
- k. Cllr. R Bishop will arrange the clerk's appraisal.

F19-14 Future Agendas: PWLB early repayment options, draft budgeting for 20/21 and precept application.

F19-15 The next meeting was confirmed as Tuesday 8th October 2019 at 7.30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston.

Meeting was closed at 21.27

Signed:
Chairperson



Date: 14/10/2019