

**MINUTES OF A MEETING (23) OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE OF CAWSTON PARISH COUNCIL HELD AT CAWSTON COMMUNITY
HALL ON TUESDAY 14th SEPTEMBER 2021 AT 7.30 PM**

Members in attendance:	Councillors R. Bishop, M. Cool and B Winterburn
Guests in attendance:	None
Minutes:	R. Nash (Clerk)
Officers in attendance:	Mrs V. Moody (Facilities & Communication Manager)

Cawston Parish Council, Scholars Drive, Rugby, CV22 7GU

F21.12 Election of Chairman

It was moved by Cllr Cool, seconded by Cllr Winterburn that Cllr R. Bishop is elected Chairman of the Finance and General Purposes Committee for the remainder of the year 2021-22.

RESOLVED that Councillor R. Bishop is elected Chairman of the Finance and General Purposes Committee for the remainder of the year 2021-22

Action: Clerk

F21.13 Apologies

Apologies for absence was received from Councillors S. Bestwick and M. Natarajan

F21-14 Declarations of Interest

There were no declarations at this time.

F21-15 Minutes

The Minutes of the meeting of the Finance and General Purposes Committee (22) held on 11th May, 2021, were considered.

RESOLVED that the Minutes of the Meeting of the Finance and General Purposes Committee (22) held on 11th May, 2021, are confirmed and signed as a correct record.

F21-16 Finance Reports

A report setting out payments arising during the month of September together with the Bank account reconciliations for the month of August had been circulated and were considered. The Clerk confirmed that following the repayment of one of the outstanding loans in respect of the Community Hall, the Council's bank accounts as of 31st August were as follows:

Cawston Parish Council – Treasurers account - £41,729.25
Cawston Parish Council – Business Reserve- £168,997.73
Cawston Community Hall - £16,522.10

The second tranche of the 2021/22 Precept had now been paid by the Borough Council in the sum of £41,778.19 which had increased the Treasurer account balance to £83,507. It was therefore opportune to transfer the sum of £40,000 to the business reserve account where it would generate a small amount of interest. In addition, the balance on the Community Hall account was also more than sufficient to meet the minimal revenue expenses arising at the Hall and it was recommended that the sum of £10,000 is transferred to the Treasurer account. A report on the possible application of the remaining balance on the Business Reserve account would be made to the Council.

The Aged Debtors Report was noted and no further action agreed pending reconsideration of the position at the next meeting.

RESOLVED

- (1) that account payments arising in the sum of £14935.48 are approved;
- (2) that the bank account reconciliations for the period to 31st August 2021 are noted and approved;
- (3) that the sums of £40,000 and £10,000 are transferred to the Council Business Reserve account and the Council Treasurer account respectively;
- (4) that the position in respect of aged debtors is noted and reconsidered at the next meeting.

Action: Clerk

F21-17 Cawston Community Hall

The Facilities and Communications Manager reported that hire arrangements at the Community Hall had now recommenced in accordance with the practices agreed by the Council and use was beginning to return to patterns similar to those prior to the Covid emergency. Group bookings for private parties were now being accepted on a limited basis to ensure that conflict with other users was avoided.

In terms of routine maintenance, the PAT testing of electrical devices had now been concluded and certain identified repairs to shutter controls and emergency lighting were commissioned and awaiting completion.

Regarding the undertaking of modifications to the shutter arrangements to the main hall and fire escape doors of the function room, following an assessment by HB Architects a range of minor modifications had been recommended which were set out in the Report. These works constituted:

- Main Hall – Glazed Screen – Additional roller shutter mounted externally above the double doors & extending down to ground level.
- escape door from the Function Room- change of door ironmongery to allow overriding of locking mechanism and provision of exterior guard rail

The provision of a guard rail would require Building Regulation approval.

It was agreed that the works were less extensive than had originally been anticipated. However, the opinion of the Insurers was suggested in terms of possibly replacing the additional shutter option with laminated glass.

RESOLVED to Recommend the Council

- (i) that subject to clarification of the insurer's, the proposed security measures set out in the Report of HB Architects, dated 25th August, 2021, are approved;
- (ii) Officers are instructed to proceed with the adaptations subject to satisfying any Building Regulation requirements

Action: Clerk (Agenda)

F21.18 Community Hall Caretaking Appointment

The Committee was reminded of its consideration of various options in relation to the management of the Community Hall particularly the need to ensure briefing of hirers on basic safety and security, meeting and greeting the public and locking up the building after events. Other options had included the inclusion of a janitorial role in the duties of this Post with a view to the cessation of the current externally sources cleaning contract.

A draft Job Description had been prepared by the Clerk in consultation with the FCM. The observations of the Committee were requested with a view to recommending a course of action to the Council.

Some concern was expressed that the proposed salary and weekly hours were insufficient to attract potential candidates. The FCM advised that the proposal of 20 hours per week was the extent of the resource needed based on the current levels of cleansing and the anticipated demand for hiring of the hall. The Clerk also advised that the grading of this Post would need to reflect the hierarchy of the Council's staffing structure.

RESOLVED to recommend the Council that further consideration is given to the establishment of the Post of Community Hall Caretaker, as set out in the Job Description, with the salary and hours per week to be determined.

Action: Clerk (Agenda)

F21-19 Risk Assessment Review

Consideration was given to a Report detailing the Council's Risk management Strategy.

The Report identified where amendments were necessary to take account of the changed circumstances arising since the last review by the Council in July, 2020. In particular, attention was drawn to the decline in income from the Community Hall which would need to be evaluated during the budget setting cycle to ensure that the cost associated with maintaining this asset were appropriately funded without over reliance on income from hiring.

RESOLVED that the Risk Assessment Strategy as set out in the Report is noted including the review of revenue from the Community Hall during the budgetary cycle.

Action: All Members

F21.20 Insurance Policy Renewal

The Clerk reported that the current all risks insurance policy was due for renewal on 2nd October in the sum of £1,247.52.

The Clerk confirmed that the indemnity provided remained valid for all the Council's activities and included cover for acts committed by Hirers of the Community Hall.

RESOLVED that the all risks insurance policy with Zurich Municipal is renewed in the sum of £1247.52.

Action: Clerk

F21-21

Annual Governance & Accountability Return (AGAR)

The Clerk reported that the external auditor PKF Littlejohn had now concluded the review and audit of the Council's Annual Governance and Accountability Return for the financial year ending 31st March, 2021. No matters had been drawn to the attention of the Auditor and therefore an unqualified opinion had been issued. The public notice announcement completion of the Review had been published throughout the Parish.

RESOLVED that the Report and action of the Clerk and RFO is noted.

F21-22

Date of next meeting:

The next meeting will be held on 12th October, 2021 at 7.30 pm, venue to be confirmed.

The meeting ended at 8.47 pm.