

**MINUTES OF MEETING 4
FINANCE AND GENERAL PURPOSES COMMITTEE
CAWSTON PARISH COUNCIL**

Meeting Held on Monday 11th November 2019 at 7.30pm
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU

Members Present:	Chair: Cllr. R Bishop (RB), Cllr. S Bestwick (SB)
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

F19-23 **Apologies:** None.

F19-24 **Declarations of Interest:** None

F19-25 **Public Question Time:** None present

F19-26 **Minutes:** The minutes of the Committee Meeting (3) held 14th October 2019 were approved as an accurate record of the meeting and signed by the Chair.

F19-27 **Considered:**

a. November's Finance Report was noted and payments totalling £4698.08 were approved. Expenditure for an additional hand towel roll and clock for the community hall was approved. An issue relating to the recently purchased Christmas Tree lights was discussed.

RESOLVED: That new lights for the Christmas Tree are purchased immediately to ensure the tree is ready for the event on December 1st. A refund will be sought for the previous purchase.

RESOLVED: Following appraisal, the Clerk will be paid at SCP 18.

b. Bank reconciliations were checked and agreed.

RESOLVED: To transfer £1500 from reserves to current account to cover payments.

c. Budget requests received from Working Parties were discussed and progress on the draft precept application was reported. The proposals are to be discussed at the next full Council meeting.

d. The Council Resourcing Plan was discussed. The clerk was directed to finalise the job description, contract and offer letter for the role of Facilities and Communication Manager.

RESOLVED: To formally offer the position to the current contractor.

e. An issue relating to the technical specifications for running the Rialtas Facilities Management and Accounting Software was discussed.

RESOLVED: To further explore options to ensure an appropriate solution is found to coincide migration with the new financial year.

F19-28 **Future Agendas:** To review progress on the Audit Corrective Plan and any actions required for audit.

F19-29 The next meeting was confirmed as **Tuesday 10th December 2019 at 7.30pm.** To be held at Cawston Community Hall, Scholars Drive, Cawston.

Meeting was closed at 21.10

Signed:
Chairperson

Date: