

**MINUTES OF MEETING 6  
FINANCE AND GENERAL PURPOSES COMMITTEE  
CAWSTON PARISH COUNCIL**

**Meeting Held on Tuesday 28<sup>th</sup> January 2020 at 18:00.  
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU**

<b>Members Present:</b>	Chair: Cllr. R Bishop (RB), Cllr. S Bestwick (SB), Cllr. M Cool (MC)
<b>Guests in Attendance:</b>	None
<b>Public in Attendance:</b>	None
<b>Minute Taker in Attendance:</b>	Gemma Burgess
<b>Clerk:</b>	Gemma Burgess Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: <a href="mailto:clerk@cawstonpc.org">clerk@cawstonpc.org</a>

F20-01      **Apologies:** None.

F20-02      **Declarations of Interest:** None

F20-03      **Public Question Time:** None present

F20-04      **Minutes:** The minutes of the Committee Meeting (5) held 17<sup>th</sup> December 2019 were approved as an accurate record of the meeting and signed by the Chair.

F20-05      **Considered:**

a. January's Finance Report was noted and payments totalling £3677.31 were approved. Expenditure of £370.80 for remedial work to the fire alarm system was approved. Income received was noted, with particular attention £106 131.83 received as the final S106 Cawston Extension payment.

b. Bank reconciliations were checked and agreed.

**RESOLVED: To transfer £80 000 from current account to reserves.**

c. The budget 19-20 year-to-date report was noted.

d. The Council Resourcing Plan was discussed. It was noted that the contract for the Facilities and Communication Manager has now been signed with the newly employed officer commencing on 1<sup>st</sup> February 2020.

e. Progress on the 18/19 Internal Audit Corrective Plan was reviewed and the clerk reported on corrective actions taken.

**RESOLVED: That the clerk apply for online-banking access for the Chairs of the Finance and General Purposes Committee and Parish Council.**

f. The recommendations for accounts and booking software were agreed for presentation to full council for approval.

g. Draft policy updates were discussed but require more consideration.

F20-06 **Future Agendas:** To draft new Financial Regulations for approval at full council.

F20-07 Future meeting dates were agreed as:  
Tuesday 11<sup>th</sup> February 2020 at 7:30pm  
Monday 9<sup>th</sup> March 2020 at 7:30pm

The meeting was closed at 19:10.

**Signed:**  
**Chairperson**

**Date:**

## Cawston Parish Council January 2020 Finance Report

### 1. Status of Bank Accounts:

As of 20th January 2020 the Bank Statements of the Parish Council accounts were as follows:

	Balance	Ring-fenced	Available
CPC Current Account	£111,340.09	£3,494.01	£107,846.08
CCH Current Account	£38,821.45	0	£38,821.45
CPC Reserve Account	£479,767.98	£366,248.36	£113,519.62
		<b>Total:</b>	<b>£260,187.15</b>

### 2. Payments:

#### a) Direct Debits

Finance Report - Jan

     = already paid, no longer ring-fenced

Budget	Cost Centre	Payee	Description	Date	NET	VAT	TOTAL	CPC Inv No
4430	300	OPUS	CCH Electricity 08/12-30/12/19	25/01/20	£221.57	£44.31	£265.88	JAN2002
4070	100	Vodafone	Phone 24/12-23/01/20	7/1/20	£18.74	£3.76	£22.50	JAN2003
4435	300	Rugby Borough Council	NNDR – Feb	01/02/20	£910.00	£0.00	£910.00	APR02-FEB
4430	300	nPower Business	CCH Gas 02/12 01/01/20	21/01/20	£309.59	£61.92	£371.51	JAN2004
4430	300	Waterplus	CCH Water 22/10-14/01	31/01/20	£360.33	£0.00	£360.33	JAN2015
4325	200	Eon	01/10-31/12/19 UMS Streetlights	13/01/20	£153.14	£7.66	£160.80	JAN2005
<b>TOTALS</b>					<b>£1,973.37</b>	<b>£117.65</b>	<b>£2,091.02</b>	

#### b) Payments to be made by BACS

Budget	Cost Centre	Payee	Description	NET	VAT	TOTAL	CPC Doc No
4000	100		CPC Staffing Costs Jan	£695.20	£0.00	£695.20	JAN2006
4045	100		Mileage 15/01 CCH to WALC 42m @0.45	£18.90	£0.00	£18.90	JAN2007
4525	300		Booking & Facilities Man. Jan	£483.16	£0.00	£483.16	JAN2008
4470	300		Cleaning consumables	£20.60	£4.12	£24.72	JAN2009
4445	300	Goldcrest Ltd	CCH Cleaning Dec	£303.59	£60.72	£364.31	JAN2010
<b>TOTALS</b>				<b>£1,521.45</b>	<b>£64.84</b>	<b>£1,586.29</b>	

**TOTAL PAYMENTS**

**£3,677.31**

#### c) Pre-authorised PAID transactions

Budget	Cost Centre	Payee	Description	PAID	NET	VAT	TOTAL	CPC Doc No
4455	100		Christmas Event supplies	18/12/2019	£74.17	£10.50	£84.67	JAN2001A-H
4335	200		Christmas Tree supplies	18/12/2019	£51.01	£10.21	£61.22	JAN2001J-M
4440	300	Argos	Replacement Kettle	13/01/2020	£8.33	£1.66	£9.99	JAN2014

d) Authorisations requested

Budget	Cost Centre	Payee	Description	NET	VAT	TOTAL	Authorised Date	Minute No	CPC Doc No
4480	300	SAFE IS	Remedial work to fire alarm	£309.00	£61.80	£370.80	28/01/2020	F20-05a	JAN2011
4480	300	SAFE IS	Item 2 fire alarm zone plan - to be quoted	-	-	-	NOT AUTH	-	JAN2011
4120	100	names.co.uk	Gov domain renewal 02/20	£149.99	£30.00	£179.99	NOT AUTH	-	JAN2013

**3. Receipts**

Budget	Cost Centre	From	Value	Description	Received	CPC Doc No
1340	300	CCH Hirers	£3,152.00	CCH Net Received Income (Refunds £345, Income £3497) Yr to Date £39311	01/12-31/12/19	
1080	100	Lloyds	£20.48	Interest on Reserve Account (0.05%)	09/01/2020	
1079	100	RBC	£106,131.83	Final S106 for extension	20/01/2020	JAN2012
1000	120	CPN Advertisers	£255	£110 outstanding	Dec/Jan	

**4. VAT**

VAT Claimed Q1	£541.61
VAT Claimed Q2	£2,771.08
VAT claimed Q3	2330.14