

**MINUTES OF MEETING 11  
FINANCE AND GENERAL PURPOSES COMMITTEE  
CAWSTON PARISH COUNCIL**

**Meeting Held remotely on Tuesday 9<sup>th</sup> June 2020 at 7:30pm.**

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

F20-34      **Apologies:** None.

F20-35      **Declarations of Interest:** None.

F20-36      **Committee Appointments:** It was noted that the Council resolved to carry over Chairmanship of the Finance and General Purposes Committee to 2021 following Coronavirus Regulations 2020. (C20-58b)

F20-37      **Terms of Reference:** It was noted that good practice for quorum of committee meetings would be 3, however using best endeavours due to community engagement and to maintain the Committee's continuous operation a quorum of 2 will be retained. The existing Terms of Reference are to be presented to full Council at the next meeting.

F20-38      **Minutes:** The minutes of Committee Meeting (10) held 11<sup>th</sup> May 2020 were approved as an accurate record of the meeting and signed by the Chair.

F20-39      **AGAR:** The comments from the Internal Auditor were noted and the AGAR was finalised ready for presentation to full Council.

F20-40      **Considered:**

- a. Payments authorised by the Chair between meetings of £126.38 were noted. Payments totalling £7739.47 for June were authorised. Spending on stationery of £47.49+VAT was authorised. (See attached report). The recurring monthly subscription of £14.39 (inc VAT) for Zoom (authorised under F20-26a) was noted.

- b. Information regarding the queried shutter invoices has been requested from the supplier but not yet received.
- c. Bank reconciliations have been checked and agreed up to 31/05/20 by Cllr. M Cool.

**RESOLVED:** To transfer the balance minus £5000 at April 1<sup>st</sup> 2020 (£41 575.21) from Cawston Community Hall Account to Reserves.

- d. The aged-debtors report was noted. Monthly statements of account are to be sent to customers. It was noted that some debtors have stated they are currently struggling to pay due to the restrictions on their business activities.
- e. The Internal Auditor's final report is awaited therefore there are no current actions required.
- f. The clerk was directed to investigate whether there are restrictions on the investment of S106 funds. Investment of reserves is to be revisited.
- g. Cawston Community Hall PPE & additional spending: The FCM reported on potential increased costs that may be faced when the hall is reopened, though there is no official government guidance on necessary measures at the current time. Potential ideas for use of the hall will be presented to Full Council.

F20-41 **Future Agendas:** None.

F20-42 The next meeting date was agreed as Monday 13<sup>th</sup> July 2020 at 7:30pm

The meeting was closed at 20:38

**Signed:**  
Chairperson

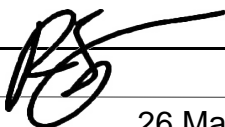
**Date:**

# Cawston Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/20

| Tn no        | Cheque    | Gross   | Vat   | Net     | Invoice date | Details  | Cheque Total |
|--------------|-----------|---------|-------|---------|--------------|--|--------------|
| 30           | 2021-0030 | £114.39 | £5.45 | £108.94 | 05/05/20     | NPower Business - CCH Gas<br>02/04-01/05/20                      | £114.39      |
| 31           | 2021-0031 | £11.99  | £2.00 | £9.99   | 19/05/20     | Amazon EU S.A.R.L UK<br>Branch - Printer Cartridge LC-<br>223 BK | £11.99       |
| <b>Total</b> |           | £126.38 | £7.45 | £118.93 |              |  |              |

Signature



Signature

Date

26 May 2020

# Cawston Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/20

| Tn no        | Cheque    | Gross     | Vat    | Net       | Invoice date | Details  | Cheque Total |
|--------------|-----------|-----------|--------|-----------|--------------|--|--------------|
| 33           | 2021-0033 | £23.06    | £3.84  | £19.22    | 24/05/20     | Vodafone Limited - Phone<br>24/05-23/06/20                             | £23.06       |
| 34           | 2021-0034 | £86.16    | £4.10  | £82.06    | 26/05/20     | NPower Business - Electricity<br>20/04-21/05/20                        | £86.16       |
| 38           | 2021-0038 | £94.22    | £4.49  | £89.73    | 01/06/20     | NPower Business - CCH Gas<br>02/05-01/06/20                            | £94.22       |
| 39           | 2021-0039 | £6,187.88 | £0.00  | £6,187.88 | 04/06/20     | PWLB -   | £6,187.88    |
| 1            |           | £1,156.66 | £0.00  | £1,156.66 |              | ADMIN PW504208 Principal Du  |              |
| 2            |           | £5,031.22 | £0.00  | £5,031.22 |              | ADMIN PW504208 Interest Due  |              |
| 37           | 2021-0037 | £14.39    | £2.40  | £11.99    | 25/06/20     | Zoom Video Communications<br>Inc - Zoom Pro Monthly 25/06-<br>24/07/20 | £14.39       |
|              |           | £1,333.76 | £0.00  | £1,333.76 |              | Confidential   |              |
| <b>Total</b> |           | £7,739.47 | £14.83 | £7,724.64 |              |  |              |

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Cawston Parish Council

To .  
Zoom Video Communications Inc

## Remittance Advice

09/06/20

Please be advised that the following invoices / amounts have now been paid.

| Invoice date      | Paid date | Invoice no  | Summary                         | Payment Ref. | Amount |
|-------------------|-----------|-------------|---------------------------------|--------------|--------|
| 25/05/20          | 26/05/20  | INV22542172 | Zoom Pro Monthly 25/05-24/06/20 | 2021-0032    | £14.39 |
| Total amount paid |           |             |                                 |              | £14.39 |