

**MINUTES OF MEETING 7
FINANCE AND GENERAL PURPOSES COMMITTEE
CAWSTON PARISH COUNCIL**

Meeting Held on Tuesday 11th February 2020 at 18:00.
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:	Gemma Burgess
Officers in Attendance:	Facilities and Communication Manager (FCM): Valerie Moody Clerk: Gemma Burgess Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: clerk@cawstonpc.org

F20-08 **Apologies:** None.

F20-09 **Declarations of Interest:** None.

F20-10 **Public Question Time:** None present.

F20-11 **Minutes:** The minutes of the Committee Meeting (6) held 28th January 2020 were approved as an accurate record of the meeting and signed by the Chair.

F20-12 **Considered:**

a. The rates review report for hirers of CCH as presented by the FCM was discussed.

RESOLVED: That an open and transparent pricing system be introduced with set discounted rates for categories of user which will be presented with a narrative explaining changes to full Council at the next meeting.

b. Repairs to the heating system have not yet been completed and potential future work needed is still in discussion.

c. The clerk reported that the new Finance and Facilities software has been installed; training and set-up are in progress. The new system is to be used from the beginning of the 20-21 financial year.

- d. February's Finance Report was noted and payments totalling £11 174.37 were approved as per attached report. The Facilities and Communication Manager's salary is to be split 80% to CCH and 20% to CPC budget cost centres.
- e. Bank reconciliations were checked and agreed. Transfers between bank accounts are not needed.
- f. The draft Financial Regulations were discussed and prepared for presentation to full Council for approval.
- g. Compliance with the Transparency Code was discussed and the clerk was directed to investigate how this can be achieved using the new Finance software.

F20-13 **Future Agendas:** Financial Risk Assessment

F20-14 The next meeting date was agreed as Monday 9th March 2020 at 7:30pm

The meeting was closed at 20.31.

Signed:
Chairperson

Date:

Cawston Parish Council February 2020 Finance Report

1. Status of Bank Accounts:

As of 11th February 2020 the Bank Statements of the Parish Council accounts were as follows:

	Balance	Ring-fenced	Available
CPC Current Account	£27,543.07	£11,151.87	£16,391.20
CCH Current Account	£42,717.21	0	£42,717.21
CPC Reserve Account	£559,790.33	£472,290.29	£87,500.04
		Total:	£146,608.45

2. Payments:

a) Direct Debits

= already paid, no longer ring-fenced

Budget	Cost Centre	Payee	Description	Date	NET	VAT	TOTAL	CPC Inv No
4430	300	nPower Business	CCH Electricity 31/12-25/01/20	17/02/20	£183.75	£36.75	£220.50	FEB2003
4430	300	nPower Business	CCH Gas 02/01-12/01/20	21/02/20	£59.34	£2.97	£62.31	FEB2004
4430	300	nPower Business	CCH Gas 13/01-01/02/20	21/02/20	£221.93	£44.39	£266.32	FEB2005
4435	300	Rugby Borough Council	NNDR – March	01/03/20	£910.00	£0.00	£910.00	APR02-MAR
4070	100	Vodafone	Phone 24/01-23/02/20	7/2/20	£18.74	£3.76	£22.50	FEB2006
4405	100	PWLB	Loan PW503766	06/03/20	£6,513.33	£0.00	£6,513.33	FEB2007
TOTALS					£7,907.09	£87.87	£7,994.96	

b) Payments to be made by BACS

Budget	Cost Centre	Payee	Description	NET	VAT	TOTAL	CPC Doc No
4000	100		Clerk Staffing Costs Feb	£695.20	£0.00	£695.20	FEB2008
4005	100/300		FCM Staffing Costs	£638.56	£0.00	£638.56	FEB2009
4470	300		Aldi: Cleaning consumables	£12.98	£2.60	£15.58	FEB2010
4470	300		IKEA: Tea towels for CCH	£8.33	£1.67	£10.00	FEB2011
4105	100	Edge IT Systems Ltd	AdvantEDGE Finance & Facilities Annual	£554.80	£110.96	£665.76	FEB2012
4105	100	Edge IT Systems Ltd	AdvantEDGE Finance & Fac. Set up & training	£650.00	£130.00	£780.00	FEB2013
4445	300	Goldcrest Ltd	CCH Cleaning Jan	£303.59	£60.72	£364.31	FEB2014
4305	200		Plants for planter	£8.33	£1.67	£10.00	FEB2015
TOTALS				£2,871.79	£307.62	£3,179.41	

TOTAL PAYMENTS	£11,174.37
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c) Pre-authorized PAID transactions

Budget	Cost Centre	Payee	Description	PAID	NET	VAT	TOTAL	CPC Doc No
4520	300	RSL (Bristol) Ltd	40no SR3 end caps for shutters	05/02/2020	£70.00	£14.00	£84.00	FEB2001
4300	200	Agrigem	Sapphire Moss Killer 20l	03/02/2020	£209.59	£41.92	£251.51	FEB2002

d) Authorisations requested

Budget	Cost Centre	Payee	Description	NET	VAT	TOTAL	Authorised Date	Minute No	CPC Doc No

3. Receipts

Budget	Cost Centre	From	Value	Description	Received	CPC Doc No
1340	300	CCH Hirers	£4,950.00	CCH Net Received Income (Refunds £100, Income £5050) Yr to Date £44261.95	01/01-31/01/20	
1080	100	Lloyds	£22.35	Interest on Reserve Account (0.05%)	10/02/2020	
1000	120	CPN Advertisers	£55	(£55 still outstanding)	21-30/01/20	

4. VAT

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