

			<ul style="list-style-type: none"> a) The Declaration of Acceptance of Office b) Notification of Interests Form c) Parish Councils Code of Conduct d) Standing Orders Document e) Financial Rules and Regulations 	MS
7			Items of Urgent Business	
	7.1		PC Requirement for Use by News and Views	
		7.1.1	Cllr Nelson advised the meeting that this item had been raised at the previous CFPC meeting and had been agreed in principle. Cllr. Nelson stated that there is urgency in agreeing the funding for this project as the personal PC currently in use by the News and Views editor was not performing correctly. He also stated that since Tony Case had taken on the role of editor the standard of the publication had improved enormously and the overall scheme was now showing a small profit as well as saving £500 per annum which had previously been a contribution paid to St. Vincents church for the Caythorpe News.	
		7.1.2	Cllr. Nelson said that 3 quotations had been obtained for the specification required and recommended an HP laptop from John Lewis that also included a Microsoft 365 software option. The cost of this specification was £550 excluding VAT and Cllr. Nelson sought approval for this expenditure. This was seconded by Cllr. Ashcroft and unanimously agreed.	
		7.1.3	MS reminded the meeting that for VAT purposes the invoice for this purchase should be in the name of CFPC, and that the laptop would be covered by CFPC insurance policy.	
		7.1.4	Cllr Roberts asked for guarantees that an agreement would be made with News and Views Editor that this equipment would always be the property of CFPC.	BN
8.			Date of Next Meeting	
	8.1		The date of the next meeting was confirmed as Wednesday 8 th March 2017 commencing at 7.30 p.m. when these minutes would be agreed and signed off by the Chairman.	