



DRAYTON PARISH COUNCIL

**Notice is hereby given that a Meeting of Drayton Parish Council's
FINANCE AND PERSONNEL COMMITTEE
Will be held on Tuesday 23rd April 2019, at 7.00pm
At The Caudwell Day Centre, Gravel Lane Drayton, OX14 4HF**

Signed: *Lorraine Watling*
Lorraine Watling Clerk to the Parish Council

Published: 15th April 2019
Email: clerk@draytonpc.org

AGENDA

To: Members of the Finance and Personnel Committee: You are hereby summoned to attend a meeting of the Drayton Parish Council' Finance and personnel Committee on Tuesday 23rd April 2019 at 19.00 in The Cauldwell Centre, Gravel Lane, Drayton, for the purpose of transacting the following business:

| Agenda items | | Suggested timing |
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| 1 | Apologies for absence – To receive, and to resolve to accept, any apologies for absence | 1 min |
| 2 | (a) Declarations of Interest: To receive any Declarations of Interest , whether Personal and/or Pecuniary , which may be prejudicial to any proceedings at this meeting (b) Dispensations: To consider any written dispensations from councillors received by the Clerk | 1 min |
| 3 | Minutes of the Meetings of 21st January 2019: To approve and sign the Minutes of the previous meeting. | 1 min |
| 4 | Budget: To note that formal approval of the 2019/20 budget as amended by the PC in December 2019 (precept approved reduced from £90,000 to £89,530 and expenditure on NP Projects reduced by £470 as a result) attached was not minuted by Council in January 2019 - the Clerk/RFO had been ill therefore absent from the January PC meeting. <u>ACTION REQUIRED BY COUNCIL</u> That the amended 2019/20 budget agreed by the council in December 2018 be formally minuted as being approved at the meeting of the full Council in May 2019.. | 10 mins |
| 5 | Year End Out Turn: To receive and note the various reports produced by the Alpha Accts package for Year End. These will be used when completing the Financial Return for the External Auditor. <u>ACTIONS REQUIRED</u> (i) The Chairman to countersign the statutory receipts and payments report. (ii) The Chairman of the Parish Council and the Chair of the Finance Committee to approve and sign the Statement of Internal Control (to follow) | 25 mins |
| 6 | Risk Assessment 2018-19 <u>ACTION REQUIRED</u> The Chair of Finance and one other member of the Finance Committee to sign and confirm that the Parish Council Risk Assessment 2018-19 is up to date (to follow) | 15 mins |
| 7 | Terms of Reference for the Finance and Personnel Committee: To consider whether the Committee wishes to RECOMMEND to full Council the | 15 mins |

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| | inclusion of delegated financial powers for routine budgeted expenditure up to £4999 in the Terms of Reference for the Finance and Personnel Committee when the Terms of Reference for all of the Committees is reviewed by Full Council at the May 2019 Annual Parish Council meeting. This delegation would comply with section 4.1 of the Council's Financial Regulations. | |
| 8 | <p>Other Documents: The Standing Orders currently being used are not based upon the latest NALC model.</p> <p><u>ACTION REQUIRED</u> The Clerk will update the Standing Orders for formal adoption by Council at the May 2019 meeting.</p> | 2 mins |
| 9 | <p>Grant Application Process: To review whether grants should be applied for and agreed at a set time each year for budgeting purposes, as requested by Full Council.</p> | 10 mins |
| 10 | <p>To Authorise the Payments List for April: To receive and approve the list of payments to be on 1st May 2019 including the Football Club Grass Cutting grant approved by Council in March 2019.</p> <p><u>ACTIONS REQUIRED:</u></p> <p>(i) To note that the OCC invoice for the Hilliat Tree planting has arrived. If the S106 payment has not been received from VWHDC before the meeting the FC will confirm which budget should be used and then reimbursed in due course when the s106 payment arrives.</p> <p>(ii) To nominate the 2 Cllrs who will approve the on-line payments.</p> | 15 mins |
| 11 | <p>To Receive and Consider a Request from the Millennium Green Trust for financial support towards grass cutting. (previously circulated) To make a <u>RECOMMENDATION TO COUNCIL</u> about the request received on 12th April from the Millennium Green Trustees. NB In 2016/17 and 2017/18 grants were given to the Trust but in 2018/19 the PC paid a contractor directly.</p> | 10 mins |
| 12 | <p>Bank Cash Card and Signatories</p> <p>(i) <u>Unity Trust Bank</u></p> <p><u>ACTIONS REQUIRED BY COUNCIL</u></p> <p>(a) Bank Mandates – the bank mandates will need updating as a matter of urgency in May 2019. The Clerk will download and print the forms that are required to update the bank mandate and bring these to the May meeting. The signatories should include the Chairman of the Council.</p> <p>(b) Cash Card - the Parish Clerk will bring circulate the forms that required to be completed for setting up the cash card to the new Cllrs on the Finance Committee – recommendation from the Clerk that this be brought forward to the May Finance and Personnel Committee Meeting.</p> <p>(ii) <u>National Savings Bank</u> – the last statement was sent to the current Chairman who has not stood for re-election. The bank would not accept an instruction from the Clerk asking that in future the statements be sent to her. The bank mandate of authorised signatories will also need to be updated.</p> <p><u>ACTIONS REQUIRED</u></p> <p>(a) The Clerk or current Chairman to obtain the forms to update the bank mandate.</p> <p>(b) Full Council to confirm who will be the bank signatories (these should include the new Chairman) and also instruct the bank to send future statements to the Parish Clerk.</p> | 10 mins |

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| 13 | <p>Personnel Matters – Recruitment of a Projects Manager to help deliver the S106 and other Neighbourhood Plan projects: To review and update the advert and job description for the post of Projects Manager previously written by the Chairman/previous Clerk when this post was offered to a candidate in June 2018. To also consider the advert currently being used by a neighbouring Council advertising a similar position.</p> <p><u>ACTION REQUIRED</u> To recommend to Council the job advertisement, job description and person spec for this post and to ask Council to authorise the Clerk to progress the recruitment of this post by advertising it through OALC..</p> | 25 mins |
| 14 | Any Other Business– No decisions can be made under this item | 2 mins |

Est Time: Approx 2.35 hours to finish approx. 9.35pm