



DRAYTON PARISH COUNCIL

**Notice is hereby given that a Meeting of Drayton Parish Council's
FINANCE AND PERSONNEL COMMITTEE
Will be held on Tuesday 28th May 2019, at 7.00pm
In the Village Hall Lounge, Drayton,**

Signed:

Lorraine Watling

Lorraine Watling Clerk to the Parish Council

Published: 21st May 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 28th May 2019 at 19.00 in The Village Hall Lounge, Drayton, for the purpose of transacting the following business:

Agenda items		Suggested timing
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 23rd April 2019: To approve and sign the Minutes of the previous meeting.	5 mins
4	Terms of Reference for the Finance and Personnel Committee: To receive and note the revised Terms of Reference for the Finance and Personnel Committee as approved by Council.	5 mins
5	Drayton Chronicle Payment: The Clerk will clarify the problem with the recent Drayton Chronicle payment and ask for 2 signatories to approve the replacement payment by BACS if required.	5 mins
6	Bank Mandates and Cash Card (i) <u>Unity Trust Bank</u> <u>ACTIONS REQUIRED</u> (a) Bank Mandates – the bank mandates need updating as agreed by Full Council. The Clerk will download and print the forms that are required to update the bank mandate and bring these to the meeting. (b) Cash Card - the Parish Clerk will bring the forms that are required to be completed for setting up the cash card to the May Finance and Personnel Committee Meeting. (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 former Chairman, Richard Williams has written to the bank and asked them to re-direct all correspondence to the Parish Clerk. The bank mandate of authorised signatories will also need to be updated.	20 mins

7	<p>Personnel Matters – Recruitment of a Projects Manager to help deliver the S106 and other Neighbourhood Plan projects: To review and update the advert, job description and person spec 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. It was agreed at the last committee meeting that Richard Williams would liaise with Cllr Graham Webb on this matter and suggested that both should be included on the interview panel.</p> <p><u>ACTION REQUIRED:</u> To recommend to Council the job advertisement, job description and person spec for this post as drafted by Cllr Webb and Richard Williams.</p> <p>The Clerk will bring costs of advertising the vacancy through the local paper.</p>	25 mins
8	<p>Any Other Business– No decisions can be made under this item.</p>	3 mins

Est Time: Approx. 1 hour and 5 mins to finish approx. 8.05pm