



## DRAYTON (ABINGDON) PARISH COUNCIL

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### Minutes of the Extraordinary Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Wednesday 19<sup>th</sup> June 2019 in the Village Hall, Drayton, at 7.00pm.

**Present:** Cllrs Pat Athawes; (Chairman); Matthew Lowy; Tamsin Crane and Shane McAleavey

**In attendance:** Lorraine Watling (Clerk)

**Public:** One member of the public.

Minute No.	
65	<b>Apologies for absence</b> – Cllr Graham Webb
66	<p><b>(a) Declarations of Interest:</b> Cllr P Athawes declared a general interest in agenda item 4: Grant application from FODSA, as she is a School Governor.</p> <p><b>(b) Dispensations received by the Clerk:</b> None</p>
67	<p><b>The Minutes of the Meetings of 28<sup>th</sup> May 2019:</b> were <b>approved</b> as a true record.</p> <p><b>Proposed:</b> Matthew Lowy    <b>Seconded:</b> Tamsin Crane    <b>Resolved Unanimously</b></p>
68	<p><b>Grant Application from FODSA:</b> The Committee received and considered the FODSA application for a £500 s137 grant towards the Annual Parish Fete that was held on 15<sup>th</sup> June 2019. It was noted that the Committee had not yet received the copy of the bank statement that was referred to in the email correspondence about the FODSA grant application.</p> <p><b>ACTION</b> The Parish Clerk will send FODSA a reminder that the PC is still awaiting the supporting financial information.</p> <p>The committee approved the £500 s137 grant application. It noted that if FODSA submits a s137 grant application next year it should include details of the gross and net profits made in 2019-20.</p> <p><b>Proposed:</b> Tamsin Crane    <b>Seconded:</b> Shane McAleavey    <b>Resolved Unanimously</b></p>
69	<p><b>Personnel Matters – Recruitment of a Projects Manager to help deliver the s106 and other Neighbourhood Plan Projects:</b> The Committee received a verbal report from Cllr Crane about a meeting that she recently held with Cllrs Arnold and Webb and District Cllr Cooke to review the previous advert and job description for the post of Projects Manager written by the Chairman/previous Clerk when this post was offered to a candidate in June 2018 and the advert for a similar position issued by Radley PC via OALC. The group had reviewed the S106 projects list and considered that the Project Manager would only be required to help deliver the sports facilities and pavilion when the Council is ready to deliver this. It was noted that a detailed specification will need to be produced and quotes sought from three suitably qualified professionals/organisations. It was noted that the other s106 projects were under control:</p> <ul style="list-style-type: none"> <li>- Pre-school – being managed by the school</li> <li>- Village Hall – being managed by the Village Hall Committee</li> <li>- Allotments – there is not a lot to do at present</li> <li>- Art – the Public Art working group is leading on this project</li> <li>- BMX – the Damascus group has been approached to lead this project</li> <li>- Trees at Hilliat Fields – the PC to compete phase 2</li> <li>- Footpaths and Cycle paths - Cllr Webb will lead on these projects</li> </ul>

<b>70</b>	<b>Any Other Business:</b> None
<b>71</b>	<b>The date of the next meeting.</b> The next Finance and Personnel Committee meeting will be held at 7pm on Monday 16 <sup>th</sup> September 2019.

**The meeting concluded at 7.54pm**

**Signed:**

**Pat Athawes (Chairman, Finance and Personnel Committee)**

**Date: 19<sup>th</sup> June 2019**