



EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

The Clerk, East Donyland Parish Council
The Crow's Nest, 1 Regent Street, Rowhedge CO5 7EA
Tel: 01206 729200 e-mail: info@eastdonylandpc.co.uk

To Councillors: Appleyard, Clay, Crouchman, George, and Helliwell

YOU ARE SUMMONED TO ATTEND A MEETING OF THE EDPC FINANCE & PERSONNEL COMMITTEE

on Wednesday 26 July at 7.00pm in the Rowhedge Football Club.

THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

AGENDA

- 12/17 To elect a Committee Chairperson for the forthcoming year:
- 13/17 To elect a Committee Vice-Chair for the forthcoming year:
- 14/17 To receive and accept apologies and to note absences:
- 15/17 To minute pecuniary & non-pecuniary interest of members in relation to items on the agenda:
- 16/17 To approve the minutes of the meeting held on 3rd May 2017 – *attached*:
- 17/17 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:
- 18/17 To review the budget, finance & reconciliation reports produced for the meeting and to note & approve any necessary virements – *documents attached*:
 - i) Bank reconciliations (current, deposit and debit card) 01.07.17
 - ii) Budget monitoring report 01.07.17
- 19/17 To consider any current and future training needs of the Clerks, RFO & Councillors:
- 20/17 To agree a scale point pay rise for the Clerk in accordance with their employment contract following CiLCA qualification:
- 21/17 To agree timescales and responsibilities for carrying out the annual staff performance reviews:
- 22/17 To receive an update from the Clerk regarding forthcoming leave requirements:
- 23/17 To review the Action List pertinent to the Finance & Personnel Committee – *attached*:
- 24/17 To note the time and date of next meeting as 27 September, 7pm

Nicki Matthews

Clerk to East Donyland Parish Council
21st July 2017

Please note: copies of all documents referred to in the agenda may be obtained from the Parish Clerk in advance of the meeting (with the exception of any confidential documents to be discussed in closed session – see agenda). A limited number of copies will also be available at the meeting.