

NOTICE OF MEETING

Notice is given that the Meeting of **CLAYBROOKE PARVA PARISH COUNCIL** will be held at the School Hall, Claybrooke Parva on **THURSDAY 18th July 2019** at 7.30pm and members of the Council are summoned to transact the business shown on the Agenda (see below).

All meetings of the Council are open to the public and they are welcome to attend.

AGENDA

- 1. Welcome**
- 2. Apologies of Absence**
- 3. Declaration of Members Interests**
- 4. Acceptance of Minutes of Meeting held on 10TH July 2019 (if available from HDC)**
- 5. Finance**
 - a) To approve the accounts for the financial year 2018/2019 in preparation for submission to the external auditors (deadline extended to 29th July 2019 for external audit)
 - b) To complete the new Authorised Signatories mandate for all Natwest Bank accounts associated with Claybrooke Parva Parish Council. Addition of Graham Hart, Neil Blackhall, David Coventry, Andrew Briggs and Carl Fatcher with immediate effect.
 - c) **RESOLUTION:** To resolve that the current Address for all correspondence be amended from that of the previous parish clerk to AN Other to be agreed.
- 6. Parish Clerk vacancy**
 - a) Review job description and contract of employment
 - b) **RESOLUTION** of approval for the cost to re-run the job vacancy in relevant publications plus the LCC website
- 7. Correspondence**
- 8. Community Activity/Enhancement**
 - a) **RESOLUTION** to engage with Moulton College who have offered to help with ideas to enhance the green. Approval is required for the reimbursement of relevant travel expenses involved on the project and a potential small prize for any winning ideas.
- 14. AOB at Chairman's discretion**

Please note the following provisional meeting dates for 2019: -

September 25th 2019

November 13th 2019