These are draft minutes and are subject to approval at the next meeting



Minutes of the Extraordinary General Meeting of the Council held at 6.45pm on the 28th May 2015 in the Small Village Hall

Present: Chairman: Mark Sugden

Councillors: Bill Chilcott, Geoff Herbert, Ken Huddart, Bernadette

Pearce, Gary State, Xingang Wang, Julian Way

38 1. To accept apologies for absence

Tony Shearman, Gavin Wilson with reason

39 2. To receive declarations of interest in items on the agenda

None.

40 3. To agree new cheque signatories for the Parish Council current and savings accounts

3.1 The Parish Council's current account is with Unity Trust Bank and its savings account is with the Cambridge Building Society. Mark Sugden is already a signatory to both accounts. The other signatories to these accounts are no longer Parish Councillors. Cheques must be signed by any 2 of the approved signatories. The following Councillors indicated that, in addition to Cllr Sugden, they would be prepared to be cheque signatories: Cllrs Chilcott, Huddart and Pearce.

AP 8 Cllr Sugden will find out the procedure for taking money out of the savings account.

3.2 RESOLUTION 1

As 3 of the 4 current signatories for the operation of our bank accounts are no longer Parish Councillors **it is RESOLVED** that Claygate Parish Council make amendments to the mandates for the operation of our bank accounts with Unity Trust Bank and the Cambridge Building Society and appoint 3 new Parish Councillors (Cllrs Chilcott, Huddart and Pearce) as signatories for the operation of these bank accounts, payment instructions and banking services. Additionally, as the Parish Clerk, Freda Collins has resigned **it is RESOLVED** that the interim Clerk and Proper Officer, Mark Sugden be the key contact for these accounts.

PROPOSED by Xingang Wang SECONDED by Bernadette Pearce

AGREED UNANIMOUSLY

41. 4. Motion to Exclude the Press and Public

Cllr Sugden proposed, Cllr Herbert seconded and it was **AGREED** unanimously that the press and public should be excluded prior to consideration of Agenda item 5 relating to the recruitment of a new Parish Clerk.

42 5. Staffing matters (In confidence) Recruitment process for the new Parish Clerk

Gary State, as Chairman of the Staffing Working Party, reported on what the Working Party had agreed should be the aims when recruiting a Parish Clerk/RFO. The Working Party believed that an ideal balance between the effective running of the Council and cost could be achieved by seeking a candidate for Parish Clerk at a lower grade than the former Parish Clerk; setting the hours per week at 15 instead of 20 and not participating in the Surrey Pension Fund. Additionally, it was suggested that the new Parish Clerk should be expected to complete timesheets and that the individual should work Friday mornings from 9am to 13.00pm at the Village Hall to be accessible to residents and Cllrs. The original timetable for the recruitment process, provided by SSALC to the previous Council, was to be delayed by 1 week with a closing dates for applications now to be 29th June 2015.

Resolution 2

It is RESOLVED that Claygate Parish Council progresses with the recruitment of a new Parish Clerk utilising the recruitment services offered by SSALC, subject to the above proposed amendments to the draft timetable, advert and job and person descriptions.

PROPOSED by Mark Sugden SECONDED by Julian Way 7 FOR 1 AGAINST AGREED