



**DRAYTON (ABINGDON)
PARISH COUNCIL**

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Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 18th May 2015 at the Drayton Village Hall (Lounge) at 7.00pm

Present: Richard Williams (Chairman); Pat Athawes; Graham Webb;

(Note: A new Council was elected May 2015 but the new Finance Committee members had not yet been elected to replace Councillors not elected.)

In attendance: David Perrow (Clerk)

Minutes	
1	Apologies for absence – None
2	(a) Declarations of Interest: - None (b) Dispensations received by the Clerk - None
3	The Minutes of the Meeting of 24th November 2014: were approved without need for amendment Proposed: Pat Athawes Seconded: Graham Webb
4	Grants – There were no grant applications to consider
5	Accounts 2014-15– The accounts for the previous year, including Notes to the Accounts and Variance Analysis prepared by the Clerk were received and accepted by the Committee for forwarding to the Parish Council Proposed: Graham Webb Seconded: Pat Athawes
6	Annual Return 2014-15 – The Annual Return for last year was accepted and forwarded to the Parish Council with a recommendation to the Council that it be signed and submitted to the External Auditor Proposed: Richard Williams Seconded: Graham Webb
7	Internal Auditor’s Report 2014-15: – The Internal Auditor’s Report was received to be forwarded to the Parish Council. There were no recommendations needing any action. Proposed: Pat Athawes Seconded: Richard Williams
8	Insurance Cover 2015-16 – The insurance renewal quotes were considered and the decision was made to renew this year and for the following two years with the current insurer Proposed: Richard Williams Seconded: Graham Webb
9	Personnel Matters – To discuss any matters relating to employment of the Clerk <ul style="list-style-type: none"> - (a) Clerk/Deputy Clerk’s Expenses Schedule. The RSA in respect of the Clerk’s reduced contracted hours (reduced from 10 hours to 5 hours per week) was reviewed. It was decided that the RSA represented fixed office costs, and that since the Clerk was estimated to work 5 hours on average per week for Drayton2020 as overtime, the RSA should remain as it is. - Proposed: Richard Williams Seconded: Graham Webb - (b) Deputy Clerk’s pension: The Clerk was investigating a pension for the Deputy Clerk with Oxfordshire County Council Pension Scheme
10	Items to be raised by Members of the Committee: None
11	The date of the next meeting to be confirmed as Monday 7 th September 2015 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton

Signed:

Richard Williams (Chairman, Finance Committee)

Date: 2nd September 2015