



DRAYTON PARISH COUNCIL

Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 9th November 2015 at the Caudwell Day Centre at 7pm

Present: Richard Williams (Chairman); Pat Athawes; Tamsin Meredith; Graham Webb; Colin West

In attendance: David Perrow (Clerk) **Public:** No members of the public were present.

1	Apologies for absence. None
2	Declarations of Interest. No declarations of interest were made at the start of the meeting.
3	<p>Minutes of the Meeting of 2nd September 2015. The Minutes of the previous meeting were accepted as a correct record, and were signed by Richard Williams as Chairman.</p> <p>Proposed: Graham Webb Seconded: Tamsin Meredith Agreed Unanimously</p>
4	<p>Action Point Review. All actions identified at the previous meeting had been completed.</p> <p>D2020 Risk Analysis – Richard Williams had drafted this, and passed it to the Clerk. It will be discussed at the January 2016 meeting</p>
5	<p>Budget and Account Analysis for the period to end October 2015. The Clerk presented the accounts for the last 7 months. The Reconciliation to 31st October 2015 shows balances totalling £75,510. Expenditure of £2,704 approved at the November PC meeting and £55 unbanked income in November to date leaves a current balance of £72,861. Expenditure this year to end Oct has been £28,252. Projected forward to the end of year from end Oct the Outturn is expected to be an extra £14k approx. in general expenditure, with minimal extra income of est. £1k in from burials/memorials fees, and a VAT refund. The overall end of year balances are expected to be c.£35k (allowing £20k for the Lockway Playground Project and £5k for D2020 projects). The budget to date shows an Income of £43,067 and Expenditure of £28,252. Allowing for additional grants to be awarded as indicated on the spreadsheet, the projected end of year budget will show a negative variation of less than £1k on the general expenditure. If the Lockway Playground costs £20k and £5k is spent on D2020 projects by the year end then expenditure could be £6k over the original budget, since the original budget allowed only £20k for projects. The Clerk recommended adjustments to the current budget:</p> <p>Increase: Admin by £3250 (mainly due to Clerk's o/time on PC work such as planning); Pensions. Increase by £800. £200 of this is the employee's contribution balanced by a reduction in Admin. Pension costs were agreed during the year and not in the original budget; Miscellaneous. Increase by £200 to cover expenditure already incurred; Total: £4,250 increase in these budget heads</p> <p>Decrease: s19 Grants by £3,500. Assuming no MGT or further Football Club grant awarded this year; ROW by £600. Underspend. Total £4.150 decrease on these budget heads. Decrease D2020 project budget from £20k to £5k. These adjustments were agreed</p> <p>Proposed: Colin West Seconded: Pat Athawes Agreed Unanimously</p>
6	<p>Grants</p> <p>(a) <u>Millennium Green Trust.</u> The grass cutting costs were estimated at 8 x £220 (£1760). It was agreed to cover the grass cutting costs up to a grant of £2,000 in the 2016-17 season</p> <p>Proposed: Graham Webb Seconded: Tamsin Meredith Agreed Unanimously</p> <p>(b) <u>Drayton Football Club.</u> It was agreed to cover the general running costs up to a grant of £2,000 in the 2016-17 season</p> <p>Proposed: Colin West Seconded: Pat Athawes Agreed Unanimously</p> <p>(c) <u>DAMASCUS.</u> Grant application for £3,000 for 2016-17. In view of the fact that the grant had not been increased for a number of years, that DAMASCUS had lost other funding, and that need was increasing with extra housing in the village, it was proposed and agreed to increase the annual grant to £4,000, to be paid after April 2016</p>

	<p>Proposed: Graham Webb Seconded: Pat Athawes Agreed Unanimously</p> <p>(d) <u>Drayton Village Hall</u>. It was decided to put £3,500 in next year's budget for various Village Hall improvement projects</p> <p>(e) <u>Football Club Lawnmower</u>. A decision on this would be made next spring, when the financial position was clearer.</p>
7	<p>Draft Expenditure budget 2016-17. The DRAFT Expenditure budget from the Clerk was discussed. It was agreed that the following budget totalling £62,170 be made:</p> <p>Proposed: Graham Webb Seconded: Pat Athawes Agreed Unanimously</p> <p>Administration: £17,690 (allows for increments but no pay inflation. Additional for pension)</p> <p>Grants: £18,000 (MGT £2k; DAMASCUS £4k; Village Hall £3.5k; Football Club £2k; s137 £1k; s142 £1k; Possible Mower £4.5k)</p> <p>Committee Budgets. £12,800 (BG/Allotments £2.5k; Play/Recreation £2.5k; PA/Open £6.5k; P&PR £300; ROW £1k). It was noted that the grass cutting contract would need to be re-let for next year.</p> <p>Drayton2020 Administration: £3,000</p> <p>Drayton2020 Projects. £10,000</p> <p>Miscellaneous. £680 for contingencies</p>
8	<p>Draft Income budget for 2016-17</p> <p>(a) Charges. The Clerk had reviewed charges for Allotments and for Burials and presented a Report. This recommended no change in burial charges in 2016-17, the charges having last been revised last year, and inflation of 0% not warranting a further change this year. Burial charges are £55/£110/£125/£250. Allotment charges would rise in April 2016, as agreed last year. With effect from March/April 2016: £12 charge to be raised to £15; £6 to be £7.50; £9 to be £11.25 Again, a 0% inflation would not warrant a further change. It was agreed that burial and allotment charges (except for the previously agreed increase for allotments) would remain unchanged in 2016-17.</p> <p>Proposed: Graham Webb Seconded: Pat Athawes Agreed Unanimously</p> <p>(b) Precept 2016-17. Discussion took place about the level of Precept for 2016-17. It was agreed that in order to achieve a balanced budget whilst reducing the Reserves the precept recommended to the December Parish Council meeting should be unchanged from this year's level of £40,000.</p> <p>Proposed: Richard Williams Seconded: Pat Athawes Agreed Unanimously</p> <p>(c) Other budgeted income: VWHDC £1,000; Allotments £600; Burials £1,500; Interest £70</p> <p>On the basis of the expenditure, charges and precept agreed above, a balanced budget with income of £62,170 and expenditure of £62,170 (including £19,000 moved from Reserves) was agreed.</p> <p>Proposed: Richard Williams Seconded: Pat Athawes Agreed Unanimously</p> <p>Balances Cover: This budget will leave the Reserves at end of 2016-17 at approx. £19k (48% of precept – approx. 6 months), assuming that the £10k on D2020 projects is fully used up.</p>
9	<p>Risk Assessment 2015-16. It was noted that the Annual Inspection of Assets/Village tour had taken place on 24th October 2015 and that assets were in good condition except some street furniture which needed some cleaning etc.</p> <p>It was agreed that the topple-testing should be repeated and that the Clerk would approach the Village caretaker to do this, with suitable instruction.</p> <p>Action: Clerk to approach the Village Caretaker about topple-testing</p> <p>It was agreed that the Risk Assessment documents were now complete and that final sign off by the Parish Council Chairman could be at the December Parish Council meeting.</p> <p>Proposed: Richard Williams Seconded: Graham Webb Agreed Unanimously</p>
10	<p>Personnel Matters</p> <p>(a) Clerk's and Deputy Clerk's Annual Appraisals. It was agreed that an Appraisal Panel consisting of Richard Williams; Pat Athawes and Graham Webb would undertake the annual staff appraisals</p>
11	<p>The date of the next meeting to be confirmed as Monday 4th January 2016 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton</p>

The Meeting concluded at 8.45 pm

Signed:

Richard Williams, Chairman, Finance & Personnel Committee
4th January 2016