



DRAYTON PARISH COUNCIL

Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 4th January 2016 at the Caudwell Day Centre at 7pm

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

In attendance: David Perrow (Clerk) **Public:** One member of the public was present.(Colin Arnold)

1	Apologies for absence. Graham Webb
2	Declarations of Interest. No declarations of interest were made at the start of the meeting.
3	Minutes of the Meeting of 9th November 2015. The Minutes of the previous meeting were accepted as a correct record, and were signed by Richard Williams as Chairman. Proposed: Colin West Seconded: Pat Athawes Agreed Unanimously
4	Action Point Review. All actions identified at the previous meeting had been completed. <ul style="list-style-type: none"> • Topple testing in graveyard: The Clerk was arranging to meet the Village caretaker to train him in how to undertake this safety check this winter • Drayton2020 Risk Assessment. The Clerk will circulate this by email and ask for comments from the Committee. The document will then be put to the Parish Council to adopt as part of the Council's formal risk assessment
5	Budget and Account Analysis for the period to end December 2015. The Clerk presented the accounts for the last 8 months. The Reconciliation to 31 st December 2015 shows balances totalling £71,811.44 Expenditure this year to end Dec has been projected forward to the end of year and the Outturn is expected to be an extra £14k approx. over the original budget in general expenditure, with minimal extra income of est. £1.1k in from burials/memorials fees, and a VAT refund. The overall end of year balances are expected to be c.£34k (allowing £20k for the Lockway Playground Project and £5k for D2020 projects). The budget to date shows an Income of £46,299 and Expenditure of £29,329 . Allowing for additional grants to be awarded as indicated on the spreadsheet, the projected end of year budget(if the Lockway Playground costs £20k and £5k is spent on D2020 projects), could be £1.5k over the original budget, (since the original budget allowed only £20k for both projects). The Clerk recommended the following adjustments to the current budget to balance allocations: Increases: Admin by £500 to cover for £1663 May Election Fee (not budgeted for actual election); Play/Recreation: Increase by £500 to cover unbudgeted £1k playground surface repair. These extra amounts would be allocated from General Reserves, With the £5k extra for projects plus these and other budget adjustments this year, including slightly increased income to offset, the budgeted allocation from General Reserves had increased from £18,000 agreed in Nov 2014 to £23,215 now (an increase of £5,215). These adjustments were agreed Proposed: Tamsin Meredith Seconded: Colin West Agreed Unanimously
6	Implementation Director (Technical) – The terms and conditions for the appointment of the Implementation Director, previously circulated by email from the Clerk, were considered and approved. It was agreed that the role would be reviewed after 6 months and 12 months Proposed: Pat Athawes Seconded: Colin West Agreed Unanimously
7	Grants (a) Abingdon and District CAB. A s142 grant of £1,000 was agreed Proposed: Tamsin Meredith Seconded: Pat Athawes Agreed Unanimously (b) South & Vale Carers Centre. A s137 grant of £375 was agreed Proposed: Tamsin Meredith Seconded: Pat Athawes Agreed Unanimously
8	Personnel Matters It was agreed that the Clerk's Cilca registration fee of £250 would be paid from Council funds Proposed: Colin West Seconded: Pat Athawes Agreed Unanimously

9	Grass Cutting Contract. The draft Invitation to Tender (previously circulated) was considered. It was agreed that the Clerk should add a request to grass contract bidders to quote for cutting the Football pitch at Lockway. This would be separate from the Council's own grass cutting contract and bid and would be considered separately in decision making and funding terms. Mention of future possible grass cutting work at Barrow Road would also be included in the contract details to be sent out.
10	The date of the next meeting to be confirmed as Monday 9th May 2016 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton

The Meeting concluded at 7.30 pm

Signed:

**Richard Williams, Chairman, Finance & Personnel Committee
9th May 2016**