



**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 9th May 2016 at the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY at 7.00pm

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

In attendance: David Perrow (Clerk) Public – 1 person (Chris Price)

Minutes	
1	Apologies for absence – Graham Webb
2	(a) Declarations of Interest: - It was noted that Tamsin Meredith is Treasurer of the Pre-School (b) Dispensations received by the Clerk - None
3	The Minutes of the Meetings of 4th January and 29th February 2016 :were approved without need for amendment Proposed: Pat Athawes Seconded: Tamsin Meredith Agreed Unanimously
4	Grants – (a) A grant of £300 for St Peters Church was agreed for the Blue Plaque ceremony celebration Proposed: Colin West Seconded: Pat Athawes Agreed Unanimously (b) A grant of up to £5,000 was agreed for architect’s fees for the Drayton Pre-School. Tamsin Meredith took no part in this discussion and vote. Proposed: Colin West Seconded: Pat Athawes Agreed Unanimously
5	Accounts 2015-16 – 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: Tamsin Meredith Seconded: Colin West Agreed Unanimously
6	Annual Return 2015-16 –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: Pat Athawes Seconded: Richard Williams Agreed Unanimously
7	Audit Dates: The recommended audit dates for 2016 were discussed and agreed. The public consultation period on the accounts will be from 3 rd June to 14 th July 2016, as recommended Proposed: Tamsin Meredith Seconded: Colin West
8	Insurance Cover 2016-17 –The insurance renewal was considered and the decision was confirmed to renew this year on the terms offered, this being the second year of a three year contract
9	Standing Order/Direct Debit Review: <ul style="list-style-type: none"> • Thames Water (Quarterly as billed) • Information Commissioner (Annual - £35) These two Standing Orders were noted and to be continued, as required under Financial Regulations for annual review
10	Personnel Matters – To discuss any matters relating to employment of the Clerk - (a) Clerk/Deputy Clerk’s Expenses Schedule. It was agreed that no changes or updating were required this year, due to zero inflation
11	Items to be raised by Members of the Committee: Tamsin Meredith reported that some replacements

	were required to keep the defibrillator in working order.
12	The date of the next meeting to be confirmed as Monday 5 th September 2016 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton

The meeting concluded at 7.20 pm

Signed:

Richard Williams (Chairman, Finance Committee)

Date: 5th September 2016