



**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 5th September 2016 at 7.00pm at
the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY**

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

Public: 1 member of the public was present (Colin Arnold)

In attendance: David Perrow (Clerk) and Chris Price (Deputy 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 9th May 2016 were approved without need for amendment Proposed: Pat Athawes Seconded: Colin West Agreed Unanimously
4	Internal Audit (a) The Internal Auditor’s Report for 2015-16 was received. There were no recommendations for action Proposed: Graham Webb Seconded: Pat Athawes Agreed Unanimously (b) The Internal Auditor (Arrow Accounting – Phil Hood) was re-appointed for the current financial year (2016-17) Proposed: Tamsin Meredith Seconded Colin West Agreed Unanimously (c) Effectiveness of Internal Audit. The updates suggested by the Clerk were approved
5	External Auditor’s Report 2015-16 had not yet been received. This item would be dealt with at the Parish Council meeting after receipt, or at the next Finance Meeting
6	Budget and Account Analysis for April-August 2016 (5 months): the spend against budget and the Clerk’s Report were noted. No revisions to the budget were required at the present time.
7	Grants - To consider applications for grants (a) Drayton Football Club. The request for a general grant of £781 was refused since the Council was already giving a grass cutting grant and paid the Club Pavilion annual insurance. It was noted that the Football Club had contracted its activities and youth teams, and that a different financial operating model was probably now required adult teams might be expected to be more self supporting Proposed: Colin West Seconded: Graham Webb Agreed Unanimously

8	Drayton2020 Project Funding: This item was held over to the next meeting
9	Risk Analysis 2016-17: This item was held over to the next meeting
10	Personnel Matters. There were none. It was decided to discuss the Clerk's & Deputy Clerk's job appraisal at the next Finance Meeting
11	Annual Audit of Parish Assets: Saturday 22nd October at 10am was agreed for the Annual Parish tour
12	The date of the next meeting It was decided to move meetings to Mondays other than the night of the main Council meeting and to meet in October to deal with items deferred from above. [Clerk's note: agreed to meet 7pm on Monday 17 th October at the Village Hall]

The meeting concluded at 7.25pm

Signed: Richard Wade (Chairman, Finance Committee)

Date: 17th October 2016