



**DRAYTON (ABINGDON)  
PARISH COUNCIL**

[www.DraytonPC.org](http://www.DraytonPC.org)

**Minutes of the Meeting of the Finance and Personnel Committee of  
Drayton Parish Council held on Monday 17th October 2016 at 7.00pm, at  
the Drayton Village (Small) Hall. Lockway, Drayton, OX14 4LF**

**Present:** Richard Wade (Chairman); Pat Athawes (Vice Chairman); Colin West; Tamsin Meredith (from 7.10pm); Graham Webb; Richard Williams

**Public:** None

**In attendance:** David Perrow (Clerk)

<b>Minutes</b>	
1	<b>Apologies for absence</b> – None
2	(a) <b>Declarations of Interest:</b> - None (b) <b>Dispensations received by the Clerk</b> - None
3	<b>The Minutes of the Meeting of 5<sup>th</sup> September 2016</b> were approved without need for amendment <b>Proposed:</b> Graham Webb <b>Seconded:</b> Richard Williams <b>Agreed Unanimously</b>
4	<b>Drayton2020 Project Funding:</b> (a) <b>S106 funds flow.</b> The Clerk had produced a summary of the s106 project payments in respect of the Miller Homes Barrow Road development. A s106 agreement with Bloor Homes for the South of High Street development would be signed shortly. The s106 agreement with CALA for the Manor Farm site was still in the draft stage with VWHDC, as part of their planning application (b) <b>Public Works Loan Board loan.</b> The Clerk had circulated details of the PWLB loan scheme, including specimen repayment terms. It was <b>agreed</b> that the Clerk and Chairman should have preliminary discussions with OALC to prepare the ground for an application. (c) <b>Grant funding.</b> Sources of grant funding were being explored and would include Sport England, the Football Association, the English Cricket Board, the National Lottery, landfill tax schemes (Biffa/TOE2) etc.. Paula Harper ( a local accountant) had been appointed to the D2020 Implementation Committee as Finance And Fundraising Manager to collate project budgets and explore grant application requirements and timescales (d) <b>VAT advice and application to HMRC.</b> The Clerk confirmed he had now submitted the questionnaire and covering letter to HMRC and a reply was awaited. Concern was expressed that whilst some financial information was available it was as yet fragmentary and what the Finance Committee needed was an overall project plan budget projected over 3-5 years, with details for 2016-17. This requirement would be raised at the

	next D2020 Implementation Committee meeting this Friday by the Chairman (Richard Wade), who would suggest that the Committee appoint its own Finance Group.
<b>5</b>	<b>Future Precept Levels.</b> A short discussion was held about future precept levels. It was pointed out that the precept had been at the present £40k level for a number of years and that inflationary pressure (3% by next spring?), increased activity (arising from the D2020 NDP) and the need to finance projects such as the sports pavilion and pitches would require an increase in the future. Information of the precept levels in surrounding villages had been provided by the Clerk which pointed to higher precept levels where recent capital projects had been undertaken and where service levels were higher than in Drayton currently. The decision on the 2017-18 recommended precept would be made at the November meeting when the budget for next year was made. The Clerk will provide details to the November meeting of historic precept levels for Drayton
<b>6</b>	<b>Risk Analysis 2016-17:</b> The Risk Management system and documents were reviewed and changes to the D2020 project risks were agreed following the discussion in Agenda item 4 above. The annual asset inspection tour was due to take place this coming Saturday
<b>7</b>	<b>Grants - To consider applications for grants</b> (a) <b>Millennium Green Trust</b> The receipt of this grant application for 2017-18 for grass cutting was <b>noted</b> . It will be discussed further at the November budget setting meeting
<b>8</b>	<b>Personnel Matters.</b> Richard Wade (Chairman) reported that he had been in touch with OALC and they had recommended that he approach Beth Osbourne, the NALC/OALC employment adviser. She would charge £60 per post for a job appraisal and recommended salary level. It was agreed that Beth would be engaged to assess the Clerk and Deputy Clerk's posts
<b>9</b>	<b>Unity Trust Bank Account and Project Accounting.</b> It was agreed to open a Unity Trust Deposit Account as a Projects Account, with monthly online statements and the same signatories as the present current account with Unity Trust. The Terms and Conditions (previously circulated by email by the Clerk) were duly noted. The two signatures for the form were appointed as Richard Williams (PC Chairman) and Richard Wade (Finance Chairman) and the form was duly completed <b>Proposed:</b> Colin West <b>Seconded:</b> Tamsin Meredith <b>Resolved Unanimously</b>
<b>12</b>	<b>The date of the next meeting</b> 7pm Monday 14 <sup>th</sup> November in the Caudwell Day Centre

The meeting concluded at 9.00pm

Signed:                                              **Richard Wade (Chairman, Finance Committee)**

Date: 14<sup>th</sup> November 2016