



DRAYTON PARISH COUNCIL

Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 14th November 2016 at the Caudwell Day Centre at 7pm

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

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. It was noted that Tamsin Meredith is Treasurer to the Village Hall Management Committee (see grants below) and would not take part in any grant discussion or decision relating to the Village Hall
3	Minutes of the Meeting of 17th October 2016. The Minutes of the previous meeting were accepted as a correct record, and were signed by Richard Wade as Chairman. Proposed: Pat Athawes Seconded: Tamsin Meredith Agreed Unanimously
4	Budget and Account Analysis for April-October 2016 (7 months): The Clerk presented the accounts for the last 7 months. The Reconciliation to 31st October 2016 shows balances totalling £53,236.98 . Expenditure of £4,809 approved at the November PC meeting leaves a current balance of £48,427 . Expenditure this year to end Oct has been £80,280 including £46,097 on the Lockway playground project leaving £34,183 non-project regular expenditure. Projected forward to the end of year from end Oct: the Outturn is expected to be an extra £16k approx. in general expenditure, with minimal extra income of est. £719 in from burials/memorials fees, and a VAT refund of £810 from May 2016 to date. The overall end of year balances are expected to be c. £33k . The budget to date shows an Income of £63,784 (including two playground project grants totalling £21,235) and expenditure of £80,280 . The projected end of year budget allows for a £11.45k contribution from Reserves (reduced from a budgeted £19k). The Clerk recommended adjustments to the current budget as follows: Increase: D2020 Admin Increase by £2,000 (mainly due to Clerk's o/time on D2020 work such as planning; Miscellaneous. Increase to £3000 to cover expenditure already incurred (£2,5k for Conservation Report). Total: £5,000 increase in these budget heads. Decrease: £5,000 from D2020 projects)previously reduced from the original £10k budget to £5k)– now covered by the separate Projects Reserve Deposit Account, into which the Drayton Community Trust have paid £30k. Total £5,000 decrease on this budget head. These minor adjustments were agreed
5	Grants The following grant allocations for 2017-18 were discussed and agreed in principle as part of next year's budget: DAMASCUS - £3.5k; Village Hall - £3.5k; Football Club – grass cutting grant, detailed costings still to be agreed; Millennium Green Trust - £2.4k for grass cutting
6	Draft Expenditure budget 2017-18: The Clerk presented his report: Balances Cover: Expected Balances of c£33k at end March 2017 represent 83% of the Precept and approx. 9 months of expenditure and align with Reserves Policy, which is 6-9 months of expenditure. A balanced Budget of £72, 650 is proposed for next year, leaving Reserves intact at around £33k. Inflation is assumed at 1% for pay (already agreed nationally) and 3% other costs, with rounding. Administration > £110: Allows for 1% pay inflation , increments for the Clerk & Deputy Clerk; Clerk's o/time moved to D2020 admin. Clerk's contracted hours unchanged at 10hrs pcw. Deputy Clerk also 10 hrs pcw Grants: No changes proposed Committee Budgets. > £550 The draft budget recommends a small increase in anticipation of extra costs in hedge/tree trimming and grass cutting as OCC reduces its efforts in these areas and the PC's work increases to compensate

	<p>Drayton2020 Administration → £500 The draft budget provision of 5 hrs o/time pcw for the Clerk at £10.30 per hour (increment and 1%). A provision of £1500 for legal/professional costs is included</p> <p>Miscellaneous. £680 for general contingencies</p> <p>Drayton2020 Projects. It is recommended that £17,500 be allocated for Drayton2020 Projects so as to carry forward the agreed objectives in the neighbourhood plan. (including e.g. MUGA contribution; footpath improvements, cycle way improvements, tree planting, village hall refurbishment pump priming grant, etc.). The timing of commitments at Barrow Road and the uncertainty of accessing s106 grants when commitments are incurred makes this a contingency sum against highly uncertain circumstances .</p>
7	<p>Draft Income budget for 2017-18:</p> <p>a) Charges – The Clerk presented his report and recommendations:</p> <p>Allotment Charges. These were last reviewed in 2014 and increased rents were charged from March 2016 (1 year’s notice required). Annual charges are £15; £7.50; or £11.25, depending on plot size Inflation is currently low (though expected to be 3% next year)</p> <p>The Clerk’s recommendation is that Allotment Rents should remain unchanged for 2017-18, but be reviewed next year (Nov 2017) for a 3 year inflation review</p> <p>Burial Charges – Burial charges were last reviewed in April 2015. Charges are currently £55/£110/£125/£250. Inflation is now 1%, but expected to rise by 3% next year. Maintenance costs are likely to increase as graves are placed in new areas. Hedge and tree maintenance costs are increasing. The Parish Council could be faced with taking over the costs of maintaining the St Peters grave yard if it becomes a closed graveyard.</p> <p>The Clerk’s recommendation is that Burial Charges should be increased by 3% (and rounded up) wef April 2017: £57.50/£115/£130/£260</p> <p>It was resolved to leave the Allotment charges as last year, but to increase the Burial Charges with effect from 1st April 2017 by 3% as recommended by the Clerk, but also to increase the differential for charging those outside the village from the current two times to three times the parishioners rate:</p> <p>Proposed: Richard Williams Seconded: Graham Webb Agreed Unanimously</p>
	<p>Precept 2017-18</p> <p>The Clerk’s draft budget was based on an increase in the precept from the present £40,000 to £70,000 next year. There was extensive discussion on the level of the precept for next year. It was resolved to recommend an increase for 2017-18 to £80,000 in view of the uncertainty about the cost of D2020 NDP project costs, and to amend the Clerk’s draft budget by adding an extra £10k to the D2020 projects reserve to make this £27,500</p> <p>Proposed: Richard Williams Seconded: Colin West Agreed Unanimously</p> <p>The overall budget, with the extra £10k added to D2020 NDP project reserves, was agreed</p> <p>Proposed: Graham Webb Seconded: Colin West Agreed Unanimously</p>
8	<p>Personnel Matters</p> <p>(a) Clerk’s and Deputy Clerk’s Annual Appraisals. It was agreed that an Appraisal Panel consisting of Richard Wade and Richard Williams would undertake the annual staff appraisals</p> <p>(b) Clerk and Deputy Clerk’s Job Analysis. Richard Wade had been put in touch by OALC with an employment adviser who was willing to undertake this work at a modest cost and he will now contact her to commission this work</p>
9	<p>The date of the next meeting to be confirmed as Monday 23rd January 2017 at 7.00pm, venue tbc</p>

The Meeting concluded at 8.25 pm

Signed:

**Richard Wade, Chairman, Finance & Personnel Committee
23rd January 2017**