



**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 15th May 2017 at the Drayton Village Hall (Small Hall), Lockway, Drayton, OX14 4LF at 7.00pm**

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

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

<b>Minutes</b>	
<b>1</b>	<b>Apologies for absence –</b>
<b>2</b>	(a) <b>Declarations of Interest:</b> - None (b) <b>Dispensations received by the Clerk</b> - None
<b>3</b>	<b>The Minutes of the Meetings of 13<sup>th</sup> March 2017 (including the Reserved Minute):</b> were approved without need for amendment <b>Proposed:</b> Richard Williams <b>Seconded:</b> Richard Wade <b>Agreed Unanimously</b>
<b>4</b>	<b>Grants –</b> (a) A grant of £70 per grass cut up to £1,000 total this financial year (2017-18) was agreed for the Drayton Football Club <b>Proposed:</b> Richard Wade <b>Seconded:</b> Tamsin Meredith <b>Agreed Unanimously</b> (b) A grant of up to £1,000 was agreed for the Abingdon and District Citizen’s Advice Bureau <b>Proposed:</b> Colin West <b>Seconded:</b> Graham Webb <b>Agreed Unanimously</b> Since they did not receive a grant last year they would be invited to apply for further funds this year for further consideration (c) A grant of up to £250 was agreed for the Stonehill Community Garden. This was an initial, ‘set up’ grant and the Committee would consider future grant applications on the basis of the group’s proof of effective community involvement with Drayton residents <b>Proposed:</b> Richard Williams <b>Seconded:</b> Colin West <b>Agreed Unanimously</b>
<b>5</b>	<b>Accounts 2016-17–</b> The accounts for the previous year, including Notes to the Accounts (subject to a correction to add in details of grants awarded by the Council) and Variance Analysis prepared by the Clerk were received and accepted by the Committee for forwarding to the Parish Council <b>Proposed:</b> Pat Athawes <b>Seconded:</b> Richard Wade <b>Agreed Unanimously</b>
<b>6</b>	<b>Annual Return 2016-17 –</b> The Annual Return Part 2 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 <b>Proposed:</b> Pat Athawes <b>Seconded:</b> Richard Williams <b>Agreed Unanimously</b>
<b>7</b>	<b>Audit Dates:</b> The recommended audit dates for 2017 were noted and agreed. The public consultation period on the accounts will be from 6th June to 17 <sup>th</sup> July 2017, as recommended <b>Proposed:</b> Pat Athawes <b>Seconded:</b> Richard Williams <b>Agreed Unanimously</b>
<b>8</b>	<b>Insurance Cover 2017-18 –</b> The insurance renewal was tabled (operative from 1 <sup>st</sup> June, premium already paid) and the decision was <b>confirmed</b> to renew this year on the terms offered, this being the third year of a three year contract. Next year competitive quotes would be sought.
<b>9</b>	<b>Standing Order/Direct Debit Review:</b>

	<ul style="list-style-type: none"> <li>• Thames Water (Quarterly as billed)</li> <li>• Information Commissioner (Annual - £35)</li> </ul> <p>These two Standing Orders were <b>noted</b> and to be continued, as required under Financial Regulations for annual review</p>
<b>10</b>	<p><b>Drayton2020 NDP Projects –</b></p> <p>a) <b>Financial Report and Review</b> – including s106/grants/loans and Business Plan status report. Colin West reported concerns about the viability of the current business case for the sports facilities at Barrow Road. On present assumptions this showed an annual deficit on current operations which would require a Parish Council annual subsidy. It was <b>agreed</b> that the business case required further scrutiny and revision before it could go forward, and a process for this would need to be agreed.</p> <p>(b) <b>Sports Pitch layout/drainage contract</b> – to agree the process for tendering and assessments of contract bids. It was <b>agreed</b> that a Working Group should be formed of Colin Arnold; Richard Williams; Richard Wade and Nigel Porter, and the Clerk, and that the group should co-opt one or two others with sports pitch expertise to approve the ITT and consider the sealed bids.</p> <p>(c) <b>MUGA specification/ITT</b>. It was <b>agreed</b> that a standard specification would be drafted by the Clerk for agreement by a Working Group consisting of Colin Arnold/Colin West/Richard Wade/Rob Drury-Dryden and Nigel Porter and that this would be a sealed bid process with bids to be assessed by this group and the Clerk.</p> <p>(d) <b>Pre School</b>. The architect had been appointed and would draw up plans once the actual site was confirmed by the school governors.</p> <p>(e) <b>Village Hall</b>. Discussions were taking place with Community First Oxfordshire and the Village Hall Management Committee about a revised constitution. A phased approach to the Village Hall refurbishment would be needed to match the availability of s106 funds.</p> <p>Richard Wade left at 8pm</p>
<b>11</b>	<p><b>Personnel Matters</b> – To discuss any matters relating to employment of the Clerk</p> <p>(a) <b>Clerk/Deputy Clerk's allowance</b>. It was <b>agreed</b> to update the Clerk's/Deputy Clerk's working from home office allowance by inflation as follows: (2.4% increase in annual RPI to March 2017). Increase to £160.77 p.a. (£40.19 per quarter). Extra Budget cost would be £7.54 p.a. [HMR&amp;C allowance is up to £216 p.a.]</p> <p>(b) <b>Petrol allowance</b>: No change required.</p> <p>(c) <b>OALC Dispute Resolution Process</b>. This was noted but it was <b>agreed</b> that no action was necessary at the current time to update the PC's processes or systems in this area</p>
<b>12</b>	<b>Any Items to be raised by Members of the Committee - None</b>
<b>13</b>	<b>The date of the next meeting</b> to be confirmed as Monday 17 <sup>th</sup> July 2017 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton

The meeting concluded at 8.10 pm

Signed:

Pat Athawes (Chairman, Finance Committee)

Date: 17<sup>th</sup> July 2017