



**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 11th September 2017 at the Drayton Village Hall, Lockway, Drayton, OX14 4LF at 7.00pm

Present: Pat Athawes; (Chairman); Richard Wade (Vice Chairman); Graham Webb; Richard Williams

In attendance: David Perrow (Clerk) Public – None

Minutes	
1	Apologies for absence – Tamsin Meredith; Colin West
2	<p>(a) Declarations of Interest: - Graham Webb and Richard Wade declared an interest in respect of the Millennium Green Trust item, as members of the MGT</p> <p>(b) Dispensations received by the Clerk - None</p>
3	<p>The Minutes of the Meetings of 17th July 2017:were approved without need for amendment</p> <p style="text-align: center;">Proposed: Richard Wade Seconded: Graham Webb Agreed Unanimously</p>
4	<p>Internal Audit</p> <p>(a) It was resolved to re-appoint the Internal Auditor (Arrow Accounting – Philip Hood)</p> <p style="text-align: center;">Proposed: Richard Williams Seconded: Richard Wade Agreed Unanimously</p> <p>(b) Effectiveness of Internal Audit. The existing document was reviewed and it was agreed that it should be revised to include: (i) Power of General Competence; (ii) s106 monies; (iii) Banking arrangement for s106 monies</p>
5	<p>External Auditor's Report</p> <p>The External Auditor's report had been received only today, and though circulated by email was not considered timely enough to be considered at this meeting. It would be referred directly to the next Parish Council meeting. The Clerk reported that there were no recommendations for action from the External Auditor</p> <p>It was noted that there would be a change in the External Auditor next year (the appointment is made regionally by government contract)</p>
6	<p>Budget and Account Analysis for April-August 2017 (5 months)</p> <p>The Clerk took the Committee through the budget figures previously circulated</p> <p>Income to end August is £44,436. With £40k from the 2nd half precept, a VAT refund and other small sundry income expected the end of year income is expected to exceed the budget. Expenditure to end August is £25,575. Savings are being made by lack of spending on the village caretaker, but because of other unexpected projects and expenditure the outturn is expected to be in line with or slightly more than budget. Overall the budget position at almost half year is sound and no adjustments are required at this stage. Funds in the PC accounts total £56,516, and in the D202 Projects Account £29,575, with project commitments to the footpath project, architects fees and White Horse Contractors against the project account</p>
7	<p>Grants - To consider applications for grants</p> <p>(a) Be Free Young Carers. A grant of £375 was agreed</p> <p style="text-align: center;">Proposed: Richard Wade Seconded: Pat Athawes Agreed Unanimously</p>

	<p>(b) Drayton Millennium Green Trust. With two Councillors having a declared interest there was no quorum to discuss and agree this grant and it was referred directly to the next Parish Council meeting</p> <p>(c) Home Start Southern Oxfordshire. A grant of £250 was agreed Proposed: Pat Athawes Seconded: Richard Williams Agreed Unanimously</p> <p>(d) CleanSlate. This grant application had been received too recently to be considered at this meeting and was held over to the next meeting in November</p>
8	<p>Risk Analysis 2016-17 The documents from the previous year (previously circulated) were considered and it was agreed that they would be updated for dates etc. by the Clerk and re-presented later in the year</p>
9	<p>Annual Audit of Parish Assets. Possible dates were suggested and will be agreed by email</p>
10	<p>Personnel Matters – None</p>
11	<p>Any Items to be raised by Members of the Committee – Richard Williams reported that a resident of High Street had visited him concerned about trees in the street that might affect her property were they/their branches to fall. The Clerk reported that these were OCC Highways trees which were regularly inspected by them. A couple of year ago the particular tree in question had been assessed for safety and subjected to pruning. If required it should be reported to OCC again (via ‘Fix My Street’)</p>
12	<p>The date of the next meeting to be confirmed as Monday 11th September 2017 at 7.00pm</p>

The meeting concluded at 7.55 pm

Signed:

Pat Athawes (Chairman, Finance Committee)

Date: 13th November 2017