



DRAYTON PARISH COUNCIL

Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 13th November 2017 at the Caudwell Day Centre at 7pm

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

In attendance: David Perrow (Clerk) **Public:** No members of the public were present.

1	Apologies for absence. Tamsin Meredith
2	Declarations of Interest. No declarations of interest were made at the start of the meeting.
3	<p>Minutes of the Meeting of 11th September 2017. The Minutes of the previous meeting were accepted as a correct record, and were signed by Pat Athawes as Chairperson. Proposed: Graham Webb Seconded: Richard Wade Agreed Unanimously</p> <p>Minutes of the Extra-Ordinary Meeting of 29th September 2017. The Minutes of the extra-ordinary meeting were accepted as a correct record, and were signed by Pat Athawes as Chairperson. Proposed: Graham Webb Seconded: Richard Wade Agreed Unanimously</p>
4	<p>Budget and Account Analysis for April-October 2017 (7 months): The Clerk presented the accounts for the last 7 months. The Reconciliation to 31st October 2017 shows balances totalling £81,268.73 on the PC account and £29,578.47 on the Projects account. Taking November payments and transfers to 11th November into account funds now stand at £62,756 on the PC Account and £15,045 on the Projects account. Expenditure this year to end Oct has been £36,670. Projected forward to the end of year from end Oct: the Outturn is expected to be an extra £22k approx. in general expenditure, plus a possible £20k D2020 projects expenditure, with minimal extra income of est. £500 in from burials/memorials fees, and a VAT refund of circa £4k from May 2017 to date. The overall end of year balances are expected to be between c.£41k. and £61k (depending on level of D2020 project expenditure). The budget to date shows an income of £85,370 and expenditure of £36,670. Adjustments to the budget were not needed at this stage and furthermore it was agreed that in future the Committee would prefer that variances to the original budget are shown against each element of income and expenditure and that budget heads remain unrevised once the initial budget is agreed</p>
5	<p>Grants: 2017-18 The Abingdon Bridge Young People’s Centre. £1,000 grant agreed Proposed: Richard Williams Seconded: Graham Webb Agreed Unanimously CleanSlate £100 Proposed: Richard Wade Seconded: Richard Williams Agreed Unanimously</p> <p>2018-19 The following s19 grant allocations for 2018-19 of £12.5k was allocated in principle as part of next year’s budget: DAMASCUS - £3,5k; Village Hall - £3k; Football Club – grass cutting grant, £16,800; Millennium Green Trust – £2.5k for grass cutting; Other £1,820</p>
6	<p>Draft Expenditure budget 2018-19 Balances Cover: Expected Balances of circa £41k at end March 2018 represent 51% of the Precept and approx. 8 months of expenditure and align with Reserves Policy, which is 6-9 months of expenditure. A balanced Budget of £87,662 is proposed for next year, increasing the Project Reserves/Contingency by £24k. Inflation is assumed at 1% for pay and 3% other costs. Administration > £484: Allows for 1% pay inflation, increments for the Clerk & Deputy Clerk; Clerk’s o/time is dealt with in D2020 admin. Clerk’s contracted hours unchanged at 10hrs pcw. Deputy Clerk also 10 hrs pcw. Grants: Village grants reduced from £15,770 to £12,500, on basis that main organisations are covered with contingency for others (see grants above for allocations)</p>

	<p>Committee Budgets. > £1500 The draft budget recommends an increase in anticipation of extra costs in hedge/tree trimming and grass cutting with extra land at Walnut Meadow and as OCC reduces its efforts in these areas and the PC's work increases to compensate</p> <p>Drayton2020 Administration → £1,737 The draft budget provision of 5 hrs o/time pcw for the Clerk/Project Manager including NI and pension costs. A provision of £1,500 for legal/professional costs remains included.</p> <p>Miscellaneous. £450 for general contingencies</p> <p>Drayton2020 Projects. It is recommended that £24,000 be allocated for Drayton2020 Projects as a contingency for extra maintenance and for capital costs so as to carry forward the agreed objectives in the neighbourhood plan. (Including e.g. MUGA/exercise trail contribution; footpath and cycleway improvements, tree planting, village hall refurbishment pump priming grant, etc.). The timing of commitments at Walnut Meadow and the uncertainty of accessing s106 grants when commitments are incurred makes this a contingency sum against highly uncertain circumstances</p>
<p>7</p> <p>Income budget for 2018-19</p> <p>a) Charges</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 currently £15; £7.50; or £11.25, depending on plot size. Inflation was 1.2 % in 2015, 2.5% in 2016 and 3% in 2017, so a 7% increase wef March 2019 was recommended by the Clerk with charges of: £16; £8; £12.</p> <p>After discussion it was <u>Resolved</u> to recommend a more substantial increase to apply from March 2019 to reflect current costs and value/shortage of allotment space. The proposed charges are: £50 (full plot); £25 (half plot) and £37.50 (intermediate). It was also Resolved that when new full sized plots fall vacant they should be divided to provide offers of two half plots to those on the waiting list.</p> <p>Proposed: Richard Williams Seconded: Pat Athawes Agreed Unanimously</p> <p>Burial Charges – Burial charges were last increased in April 2017. Charges are currently £57.50 or £130 with non-parishioners paying triple charges. Inflation is now 3%. 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 2018: £60 and £135, triple for non-residents</p> <p>It was <u>Resolved</u> to increase Burial Charges wef April 2018 to £60 and £135, triple for non-residents</p> <p>Proposed: Richard Williams Seconded: Pat Athawes Agreed Unanimously</p> <p>(b) Precept 2018-19: To agree a level for the precept to recommend to the December 2017 Parish Council meeting</p> <p>The Clerk had circulated a Precept Report recommending that the precept be increased from £80,000 to £85,000 for 2018-19.</p> <p>It was <u>Resolved</u> to recommend to the Parish Council that the Precept be increased next year from £80,000 to £85,000</p> <p>Proposed: Richard Wade Seconded: Richard Williams Agreed Unanimously</p> <p>(c) Budget 2018-19</p> <p>It was <u>Resolved</u> to propose the overall balanced budget of £87,662 to the Parish Council, comprising the agreed increase in Precept and charges and the levels of expenditure recommended by the Clerk</p> <p>Proposed: Graham Webb Seconded: Pat Athawes Agreed Unanimously</p>	
<p>8</p>	<p>Public Works Loan Application for Sports facilities at Walnut Meadow</p> <p>It was agreed that the application to DCLG should be discussed with OALC before taking a</p>

	Resolution to the December PC meeting. Pat Athawes, Richard Williams and the Clerk will visit OALC in Wallingford in November to discuss the application
9	<p>MUGA Quotes</p> <p>Three sealed bids had been submitted for the MUGA at Walnut Meadow. These were opened and signed by Pat Athawes as Chairperson.</p> <p>It was agreed that a Working Group consisting of Laura Billington (Chairperson L&GP Committee); Richard Williams, Richard Wade and Colin Arnold will consider the quotes and make a recommendation to the Parish Council on how to proceed.</p>
10	<p>Personnel Matters</p> <p>It was noted that the Clerk had submitted his resignation to take effect from end May 2018. The Clerk will circulate relevant documents to the Committee members so that a group can be convened to draft an advert and job description etc. to recruit a new Clerk/RFO and Projects Officer. It was agreed that a preliminary advert should be placed by Richard Williams in the December Drayton Chronicle</p>
11	<p>The date of the next meeting was confirmed as Monday 22nd January 2018 at 7.00pm, Drayton Village Hall</p>

The Meeting concluded at 9.00 pm

Signed:

**Pat Athawes, Chairman, Finance & Personnel Committee
22nd January 2018**