



**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 22<sup>nd</sup> January 2018 at the Drayton Village Hall, Lockway, Drayton, OX14 4LF at 7.00pm**

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

**In attendance: David Perrow (Clerk) and Chris Price (Deputy Clerk)**

<b>Minutes</b>	
1	<b>Apologies for absence – None</b>
2	(a) <b>Declarations of Interest:</b> - None (b) <b>Dispensations received by the Clerk</b> - None
3	<b>The Minutes of the Meetings of 13<sup>th</sup> November 2017:</b> were approved with one amendment (Football Club grant proposed for 2018-19 should be £1,680) <b>Proposed:</b> Richard Wade <b>Seconded:</b> Graham Webb <b>Agreed Unanimously</b>
4	<b>Action Point Review:</b> The 2018-19 budget had been agreed by the Parish Council and the Precept return sent to VWHDC and acknowledged as received
5	<b>Budget and Account Analysis for April 2017 – December 2017 (9 months).</b> The Clerk presented spend against budget to end December 2017. This shows income of £92,653 and expenditure of £42,468. End of Year Outturn is expected to exceed budgeted income and underspend on expenditure, largely due to less spending on D2020 projects and caretaker costs than budget. Current balances are £83,116 on the PC account and £15,052 on the D2020 projects account
6	<b>Grants - To consider applications for grants</b> (a) <b>Enrych.</b> It was <b>agreed</b> to award a grant of £1,000 <b>Proposed:</b> Pat Athawes <b>Seconded:</b> Richard Wade <b>Agreed Unanimously</b> (b) <b>Millennium Green 2018-19.</b> It was <b>agreed</b> that rather than awarding a grant the PC might consider doing the Millennium Green grass cutting directly. Clerk to consult with the MG Chairperson
7	<b>Drayton2020 NDP Projects</b> (a) Financial Report and Review – including s106/grants/loans. As reported at the Parish Council the PWLB loan requires further public consultation Spring 2018. Grant applications will need to await costings on the MUGA and Sports Pavilion, and definite ownership of the land at Walnut Meadow. S106 monies due from Millers also awaited the land transfer. Other s106 monies will come in to VWHDC as housing sites are completed (b) D2020 NDP Implementation Committee Review. It was <b>agreed</b> to recommend to the Parish Council that the D2020 Implementation Committee be succeeded by a Projects Board meeting at least monthly and consisting of all the members of the current Finance Committee and others who may be co-opted for their expertise. The Finance Committee would revert to meeting quarterly for non-D2200 project business. The various Project Working Groups (Sports/Village Hall/Traffic Calming etc.) would report to the Project Board <b>Proposed:</b> Richard Wade <b>Seconded:</b> Pat Athawes <b>Agreed Unanimously</b>

8	<p><b>Personnel Matters – Recruitment of new Clerk</b></p> <p>It was <b><u>agreed</u></b></p> <p><b>(a)</b> To recruit a Clerk and a D2020 Projects Manager separately</p> <p><b>(b)</b> That Pat Athawes and Richard Williams would draw up the advert, job description and person spec. for both posts, and arrange the adverts, shortlisting and interview/appointment, with a third Councillor to join the interview panel</p> <p><b>(c)</b> That Beth Osborn should be approached via OALC for advice</p> <p><b>Proposed:</b> Richard Wade <b>Seconded:</b> Tamsin Meredith <b>Agreed Unanimously</b></p>
9	<p><b>The date of the next meeting</b> to be confirmed as Monday 19<sup>th</sup> March at 7.00pm</p>

**Signed:**

**Pat Athawes (Chairman, Finance Committee)**

**Date:** 19<sup>th</sup> March 2018