



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 21st May 2018 at the Drayton Village Hall (Lounge), Lockway, Drayton, OX14 4LF at 7.00pm

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

In attendance: David Perrow (Clerk) Public – None

Minutes	
1	Apologies for absence – None
2	<p>(a) Declarations of Interest: - Richard Wade declared on interest in Millennium Green issues and Tamsin Meredith in FODSA</p> <p>(b) Dispensations received by the Clerk - None</p>
3	<p>The Minutes of the Meetings of 22nd January 2018 were approved without need for amendment</p> <p>Proposed: Pat Athawes Seconded: Richard Williams Agreed Unanimously</p>
4	<p>Grants –</p> <p>(a) A grant of £500 was agreed for FODSA for the village fete in June Proposed: Richard Wade Seconded: Richard Williams Agreed Unanimously (Tamsin Meredith not voting)</p> <p>(b) A grant of £100 was agreed for CleanSlate Proposed: Pat Athawes Seconded: Richard Wade Agreed Unanimously</p> <p>(c) DAMASCUS Youth Group. The grant of £3,500 set aside in the current year budget was agreed for payment in June</p> <p>(d) Millennium Green grass cutting. It was <u>agreed</u> that Green and Tidy would be contracted for the Millennium Green grass cutting at a cost of £240 plus vat per cut up to a max of 10 cuts as per budget MG allocation of £2,500 (vat to be reclaimed) Proposed: Tamsin Meredith Seconded: Graham Webb Agreed Unanimously (Richard Wade not voting)</p>
5	<p>Accounts 2017-18– The accounts for the previous year, including Notes to the Accounts and Variance Analysis prepared by the Clerk were received and accepted by the Committee for forwarding to the Parish Council</p> <p>Proposed: Richard Williams Seconded: Richard Wade Agreed Unanimously</p>
6	<p>Annual Return 2017-18 –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</p> <p>Proposed: Richard Williams Seconded: Richard Wade Agreed Unanimously</p>
7	<p>Audit Dates: The recommended audit dates for 2018 were noted and agreed. The public consultation period on the accounts will be from 5th June to 14th July 2018</p> <p>Proposed: Richard Williams Seconded: Richard Wade Agreed Unanimously</p>
8	<p>Internal Audit Report 2017-18 This was received (dated 18th May 2018) and it was noted that no actions were required by the Internal Auditor this year. The Report will be forwarded to the Parish Council meeting in June</p>

	Proposed: Richard Williams Seconded: Richard Wade Agreed Unanimously
9	Insurance Cover 2018-19 –The insurance renewal was circulated (operative from 1 st June, premium already paid) and the decision was confirmed to renew this year on the terms offered. Next year competitive quotes need to be sought again. It was noted that fiduciary liability was £250k at present. If the PWLB loan and s106 payments were drawn down this sum would need to be increased in the current financial year
10	Standing Order/Direct Debit Review: <ul style="list-style-type: none"> • Thames Water (Quarterly as billed) • Information Commissioner (Annual - £35) These two Standing Orders were noted and to be continued, as required under the Financial Regulations for annual review
11	Personnel Matters – To discuss any matters relating to employment of the Clerk <ul style="list-style-type: none"> (a) Deputy Clerk’s annual appraisal. It was agreed that this will be conducted in June by Richard Williams and Pat Athawes with David Perrow as Clerk in attendance (b) Pay scales 2018-19. The new pay scales to operate from 1st April 2018 were noted. Pay increases will be paid in June with back pay to 1st April (c) New Clerk’s equipment. It was agreed that the new Clerk should be allocated up to £400 (plus vat) for a new laptop, £150 (plus vat) for a colour/printer/scanner and should buy a 4 drawer filing cabinet, or equivalent, preferably second hand. (d) Project Manager Post. It was noted that this post had been declined by a candidate. Advertising again will await discussion with the new Clerk so that the job description could be amended if required
12	Any Items to be raised by Members of the Committee - None
13	The date of the next meeting to be confirmed as Monday 17 th September 2018 at 7.00pm, in the Drayton Village Hall (Lounge) Lockway

The meeting concluded at 8.00 pm

Signed:

Pat Athawes (Chairman, Finance Committee)

Date: 17th September 2018