



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 17th September 2018 at the Drayton Village Hall (Lounge), Lockway, Drayton, OX14 4LF at 7.00pm

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

In attendance: Lorraine Watling (Clerk) Public – None

Minutes	
1	Apologies for absence – Richard Wade (Vice Chairman). It was also noted that Tamsin Meredith was no longer on the Parish Council
2	(a) Declarations of Interest: None (b) Dispensations received by the Clerk: None
3	The Minutes of the Meetings of 21st May 2018 were approved as a true record. Proposed: Graham Webb Seconded: Richard Williams Resolved Unanimously
4	Grants – (a) No grant applications had been received since the last meeting (b) The Committee received and considered a report from the Clerk about the grant process. <u>Actions noted</u> -This item will be B/F as an agenda item for consideration at the November Committee meeting. - The Clerk will circulate an example of another Councils poster that advertises the availability of grants to committee members
5	Budgets and Account Analysis for period to end August 2018 (5 months) The Committee received and noted a report of the receipts and payments for the current financial year to 31 st August 2018. Action Noted: The budget review will be an agenda item for consideration at the November committee meeting.
6	Sign Off of the 2017-18 Accts by the External Auditor. The Clerk reported that the external auditor had signed off the accounts for 2017-18. <u>Actions Noted:</u> - The notice of the completion of audit has been posted on the web site along with a copy of the signed off annual return. - The Clerk has queried a charge applied by the auditor related to a request for further information as the cost appears to be disproportionate.
7	Internal Auditor Appointment: The Committee received and considered a letter from Arrow Accounting and <u>Unanimously Recommended to Council</u> that Arrow Accounting be appointed as the Internal Auditor for 2018-19.
8	New Standing Order/Direct Debit Review: The Committee agreed that the Clerk should set up an frequent printing plan with the HP Instant Ink service at a cost of £7.99 for 300 pages a month – plus £1 a set for any additional sets of 25 pages. The Clerk will try and set this up as a DD but will otherwise pay for this and

	<p>claim the money back via expenses each month. The printing plan will be reviewed in 6 months to confirm that it meets the needs of the PC.</p> <p>Proposed: Richard Williams Seconded: Pat Athawes Resolved Unanimously</p> <p>The Committee <u>agreed</u> that the PC should re-join the Institute of Cemetery and Crematorium Management (ICCM) for £90 pa.</p> <p>Proposed: Richard Williams Seconded: Pat Athawes Resolved Unanimously</p>
9	<p>National Savings Bank Signatories: The bank failed to include Graham Webb as an account signatory. Action - the form sent by the bank to amend this oversight will be completed and returned to the bank.</p>
10	<p>Personnel Matters – To discuss any matters relating to the employment of the staff</p> <p>(a) Clerk/Deputy Clerk's allowance: It was <u>agreed</u> to update the Clerk's/Deputy Clerk's working from home allowance by inflation (last reviewed May 2017) as follows: 3.2% increase in annual RPI (as at 15/08/18). Increase to £165.92 pa (£41.48 per Quarter). Extra budget cost of £10.30 p.a.(HMRC allowance is currently for payments up to £216 pa)</p> <p>Proposed: Graham Webb Seconded: Richard Williams Resolved Unanimously</p> <p>(b) Petrol allowance – it was <u>noted</u> that no change is required.</p>
11	<p>Any Items to be raised by Members of the Committee:</p> <p>(a) The purchase of a salt bin at Walnut Meadows will be included as an item on the next full Council meeting.</p> <p>(b) A minimum of 1 hour needs to be allocated to future Finance and Personnel Committee Meetings.</p>
12	<p>The date of the next meeting. The next Finance and Personnel Committee meeting will take place on Monday 19th November 2018 at 7.00pm, in the Drayton Village Hall (Lounge) Lockway</p>

The meeting concluded at 7.37pm

Signed:

Pat Athawes (Chairman, Finance and Personnel Committee)

Date: 19th November 2018