

## DRAYTON PARISH COUNCIL

### Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 13<sup>th</sup> May 2013 at the Caudwell Day Centre at 7.00pm

**Present:** Naomi Broomfield (Chairman); Jenny Pooley; Daniel Scharf; Richard Williams

**In attendance:** David Perrow (Clerk) **Also Present:** Chris Clerk (Deputy Clerk)

Agenda items	
1	<b>Apologies for absence</b> – Julian Fowler
2	<b>Declarations of Interest</b> – No declarations of interest were made at the start of the meeting.
3	<b>Minutes of the Meeting of 4<sup>th</sup> February 2013:</b> The Minutes of the previous meeting were accepted as a correct record, and were signed by Naomi Broomfield as Chairman. <b>Proposed:</b> Daniel Scharf <b>Seconded:</b> Jenny Pooley <b>Agreed</b>
4	<b>Grants.</b> There were no grant applications to consider.
5	<b>Accounts and Notes to the Accounts 2012-13</b> <b>Resolved:</b> To accept the 2012-13 accounts and accompanying notes, which had been scrutinised by the Internal Auditor and circulated by email to Councillors in advance of the meeting; and to recommend that these be adopted and signed off at the next Parish Council meeting. <b>Proposed:</b> Naomi Broomfield <b>Seconded:</b> Daniel Scharf <b>Agreed</b>
6	<b>Annual Return 2012-13</b> <b>Resolved:</b> To accept the Annual Return to the External Auditor, the accompanying Variance Report (subject to a correction on the amount of VAT paid last year) which had all been scrutinised by the Internal Auditor and circulated by email to Councillors in advance of the meeting; and to recommend that these be adopted and signed off at the next Parish Council meeting. <b>Proposed:</b> Naomi Broomfield <b>Seconded:</b> Daniel Scharf <b>Agreed</b>
7	<b>Internal Auditor's Report 2012-13:</b> The Internal Auditor's interim report, which had been circulated by email to Councillors in advance of the meeting, was <b>noted</b>
8	<b>Insurance Cover 2013-14. Resolved:</b> that the current policy with Zurich, to run from 1 <sup>st</sup> June 2013, be renewed for a 2 <sup>nd</sup> year (of 3) at a premium cost of £793.89 (£782.66 last year). No other alterations to the policy. <b>Proposed:</b> Naomi Broomfield <b>Seconded:</b> Daniel Scharf <b>Agreed</b>
9	<b>Personnel Matters.</b> The Clerk reported that as from the June Parish Council meeting the Deputy Clerk would take over the running of the meeting, and the Clerk would attend at the start to deal with issues relating to Finance/Burials etc.
10	<b>Items to be Noted from Members of the Committee.</b> No other items were raised.
11	<b>The date of the next meeting</b> was confirmed as Monday 2 <sup>nd</sup> September 2013 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

#### The Meeting concluded at 7.15 pm

Signed:

Naomi Broomfield, Chairman, Finance & Personnel Committee    2<sup>nd</sup> September 2013