

DRAYTON PARISH COUNCIL

Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 2nd September 2013 at the Caudwell Day Centre at 7.00pm

Present: Naomi Broomfield (Chairman); Daniel Scharf; Richard Williams; Laurence Zipson

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

Agenda items	
1	Apologies for absence – Julian Fowler
2	Declarations of Interest – No declarations of interest were made at the start of the meeting.
3	<p>Minutes of the Meeting of 13th May 2013: The Minutes of the previous meeting were accepted as a correct record, and were signed by Naomi Broomfield as Chairman.</p> <p>Proposed: Naomi Broomfield Seconded: Daniel Scharf Agreed Unanimously</p>
4	<p>Budget and Account Analysis for period to end August 2013 (5 months)</p> <p>The Reconciliation to 31st August 2013 was signed off. It showed balances of £48,566.81 (Current acct £29,539.75 and Deposit Account £19,382.02). Payments to be made this month total £2,728.63, and £20,000 income is expected in September for the 2nd half precept. The position at the half year stage (end of September) is therefore expected to be circa £65,800.</p> <p>Budget update. The Clerk had provided a spreadsheet giving spend against budget position. Projected forward to the end of year from end August the Outturn is expected show a £6k excess of income over expenditure, assuming that Drayton2020 spends its grants allocation and that burials income meets budget. In addition, there will be extra income from the VAT reclaim during the year.</p> <p>Grants: Few grants have been made this year to date. S19 grants are expected to be made soon to the Village Hall and the Football Club; A s142 grant is to one organisation (Abingdon CAB) is expected to be paid out. S137 grants have so far attracted only one application. Other than grants, income and expenditure is roughly in line with the budget and no adjustments to budget were required.</p>
5	<p>Drayton2020 Finances. The Clerk reported that since the original budget setting in November 2012 Drayton2020 has received a £10,000 grant from VWHDC and a £7,000 grant (£6,300 paid and £700 to be paid in 2014) from Locality. The £3,000 grant from Drayton Parish Council will cover salary costs and room hire to end March 2014, and there should be no need for further funding from the Parish Council for the neighbourhood plan this year. Taking the 2 years together (2012-13 and 2013-14), Drayton2020 has spent about half of its budget to date. The remainder will be spent up to end May 2014, when the Referendum is expected to be held. The remaining £300 grant from Locality will be paid in 2014-15, on completion of the neighbourhood plan.</p>
6	<p>External Auditors Report – 2012-13 Accounts. There are no items to note from the External Auditor's Report. It was Resolved to accept the External Auditor's Report and to forward this recommendation to the following Parish Council meeting</p> <p>Proposed: Naomi Broomfield Seconded: Daniel Scharf Agreed Unanimously</p>
7	<p>Internal Auditors Report 2012-13 Accounts. The only recommendation from the Internal Auditor was to bring forward the Risk Assessment and Annual inspection (see following Agenda item). The Clerk suggested that the Internal Auditor is invited to meet the F&P Committee next year, and this was Agreed.</p> <p>Resolved: to accept the Internal Auditor's Report on the 2012-13 Accounts, including the recommendation to bring forward the Risk Assessment date to the Autumn.</p> <p>Proposed: Naomi Broomfield Seconded: Daniel Scharf Agreed Unanimously</p> <p>Resolved: to reappoint the Internal Auditor for a further year to audit the 2013-14 accounts</p> <p>Proposed: Naomi Broomfield Seconded: Daniel Scharf Agreed Unanimously</p>
8	<p>Risk Assessment and Annual Inspection. The Clerk recommended that the same procedure and people are used for the Risk Assessment this year. It was agreed that Naomi Broomfield would circulate dates to the Parish Councillors for an Oct/Nov Annual Inspection date of the community assets.</p>
9	<p>Grants. It was Resolved to give a s137 grant of £200 to Home Start Southern Oxfordshire</p> <p>Proposed: Lawrence Zipson Seconded: Richard Williams Agreed Unanimously</p>
10	<p>Personnel Matters:</p> <p>(a) Overtime. The Clerk reported that he had worked approx. 50 hours additional to contract since</p>

	<p>April 2013 covering approx. 10 hours per month extra on Drayton2020 work at a cost of approx. £500 (including NI). This sum is within the Drayton2020 admin. budget. Resolved: to authorise the Clerk to claim up to 50 hours extra overtime pay at plain rates against the Drayton2020 budget. Proposed: Naomi Broomfield Seconded: Lawrence Zipson Agreed Unanimously</p> <p>(b) NJC Pay Scales. A 1% increase in pay on the NJC scales has been agreed from 1st April 2013 by the employer's side. This will be paid in October (with back pay due). The F&P Committee is asked to note this change</p> <p>(c) Clerk & Deputy Clerk's Annual Reviews. The Committee Resolved to appoint a sub-committee to undertake these two annual reviews. Depending on the performance review, the Sub-Committee is authorised to recommend whether the Clerk and Deputy Clerk should progress up the pay scale by one increment wef 1st April 2013. Training needs will also be considered as part of the Reviews. It was agreed that Naomi Broomfield and Denial Scharf would constitute the Review Panel Proposed: Naomi Broomfield Seconded: Daniel Scharf Agreed Unanimously</p>
11	<p>The date of the next meeting was confirmed as Monday 11th November 2013 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.</p>

The Meeting concluded at 7.25 pm

Signed:

Naomi Broomfield, Chairman, Finance & Personnel Committee 11th November 2013