



## DRAYTON PARISH COUNCIL

### Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 11<sup>th</sup> November 2013 at the Caudwell Day Centre at 7pm

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

**Not Present:** Julian Fowler; Laurence Zipson; Graham Webb

**In attendance:** David Perrow (Clerk) **Public:** One member of the public (Tony Holmes) was present.

1	<b>Apologies for absence.</b> Apologies had been received from Julian Fowler and Laurence Zipson. Graham Webb had recently taken over the Chair of the Rights of Way & Conservation Working Group, so was now an Ex-Officio Member of the Finance & Personnel Committee, but he was unable to attend this meeting.
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 2<sup>nd</sup> September 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> Naomi Broomfield <b>Seconded:</b> Daniel Scharf <b>Agreed Unanimously</b>
4	<b>Action Point Review.</b> All actions identified at the previous meeting had been completed.
5	<b>Budget and Account Analysis for the period to end October 2013.</b> The Clerk presented the accounts for the last 7 months. The Reconciliation to 31st October 2013 shows in balances a total of <b>£63,543.02</b> . Expenditure of £5189.40 plus payments (undrawn cheques) outstanding of £2398,12 with no extra income in November to date leaves a current balance of <b>£55,955.50</b> .  Projected forward to the end of year from end Oct the Outturn is expected to be a further £19.2k approx.. expenditure, and minimal extra income of est. £530 in income from burials/memorials fees plus a VAT refund of approx.. £900. The overall end of year balances are expected to be c.£38k., plus any unspent balance in the Drayton2020 account.  The surplus for the year 2013-14 is expected to be c.£8k, largely due to the low take-up of grants this year compared to budget. Other expenditure has been more or less to budget.
6	<b>Risk Assessment 2013-14.</b> It was agreed that the Clerk should update the Risk Management Policy and Risk System adopted in Dec 2006 and which had not been revised since. <b>Action:</b> Clerk to update the Risk Management Policy and Risk System document It was <b>noted</b> that the Annual Inspection of Assets/Village tour had taken place in October and that assets were in good condition except noticeboards which needed some renovation. It was <b>agreed</b> that the topple-testing should be repeated in the Spring and that the Clerk would approach the previous tester for a price for this. <b>Action:</b> Clerk to get a quote for topple-testing next Spring It was <b>noted</b> that the Risk Assessment documents were now complete and that final sign off by the Parish Council Chairman could be at the December Parish Council meeting.
7	<b>Grants</b> (a) <b>DAMASCUS.</b> Grant application for £3,000 for 2014-15, to be paid after April 2014. <b>Agreed</b> <b>Proposed:</b> Naomi Broomfield <b>Seconded:</b> Daniel Scharf <b>Agreed Unanimously</b> (b) <b>Drayton Village Hall.</b> In the Public Participation session at the start of the meeting Tony Holmes had explained that the extension storage project had been delayed for a year, and that a new grant application for £3,000 had been made for this for 2014-15, plus £280 to pay for the Football

	<p>Pavilion insurance. An application had also been made to use the £3,000 already approved by the Parish Council this year for the extension for the kitchen/window refurbishment instead. In discussion it was recognised that the kitchen needed immediate improvement, but concern was expressed about refurbishments such as the windows and extension, since this might conflict with a more extensive refurbishment of the hall. Discussions would take place with Drayton2000 on the refurbishment options in January 2014. It was <b>decided:</b></p> <p>(i) That the 3,000 grant in 2013-14 could be switched to use as part of the kitchen refurb. Cost.  <b>Proposed:</b> Naomi Broomfield                      <b>Seconded:</b> Richard Williams                      <b>Agreed Unanimously</b></p> <p>(ii) That the Grant application for £3,280 for 2014-15 be approved, to be paid after April 2013, £280 for the Football Pavilion's insurance and £3,000 towards the extra storage extension, <b>but that release of this grant would be contingent upon a report of the discussions with Drayton2020 on the long term refurbishment.</b> The £3,000 might be made available instead for a feasibility study by e.g., an architect, to look at the long term options for the Hall  <b>Proposed:</b> Naomi Broomfield                      <b>Seconded:</b> Daniel Scharf                      <b>Agreed Unanimously</b></p>
8	<p><b>Draft Expenditure budget 2014-15.</b> The DRAFT Expenditure budget from the Clerk was discussed. It was <b>agreed</b> that the following budget adjustments be made:  <b>Administration:</b> Inflation (2%) and an increment for the Clerk &amp; Deputy Clerk  <b>Grants:</b> A reduction of £2,000 in s19 grants and £500 in s137 grants from last year's budget figure  <b>Committee Budgets.</b> Increase by inflation (2%)  <b>Drayton2020 Administration:</b> £3,000 allocation to cover the hiring of the Deputy Clerk (to November 2014), with extension of this sum to the end of the 2014-15 financial year. It is anticipated that either a Drayton2020 Implementation Group or the PC itself will require admin support to acquire extra funding support, administer the Planning Committee meetings and carry out Drayton2020 Projects.  <b>Drayton2020 Projects.</b> £20,000 to be allocated from the expected £38k Reserves at year end for Drayton2020 Projects  <b>Miscellaneous.</b> £500 for contingencies</p>
9	<p><b>Draft Income budget for 2014-15</b></p> <p>(a) <b>Charges.</b> The Clerk had reviewed charges for Allotments and for Burials and presented a Report. This recommended no change in burial charges in 2014-15, the charges having last been revised last year, and inflation of 2% not warranting a further change this year. Allotment charges would rise in April 2014, as agreed last year. Again, a 2% inflation would not warrant a further change this year. It was <b>agreed</b> that burial and allotment charges (except for the previously agreed increase) would remain unchanged in 2014-15  <b>Proposed:</b> Naomi Broomfield                      <b>Seconded:</b> Daniel Scharf                      <b>Agreed Unanimously</b></p> <p>(b) <b>Precept 2013-14.</b> Discussion took place about the level of Precept for 2014-15. It was <b>agreed</b> that in order to achieve a balanced budget the precept recommended to the December Parish Council meeting should be unchanged from this year's level of <b>£40,000.</b>  <b>Proposed:</b> Naomi Broomfield                      <b>Seconded:</b> Daniel Scharf                      <b>Agreed Unanimously</b>  On the basis of the expenditure, charges and precept agreed above, a balanced budget with income and expenditure of £62,480 (including £18,000 moved from Reserves) was <b>agreed.</b>  <b>Proposed:</b> Naomi Broomfield                      <b>Seconded:</b> Richard Williams                      <b>Agreed Unanimously</b>  <b>Balances Cover:</b> With this budget, expected end of Year (2013-14) Balances are £18k, which represents 42% of expenditure - - 5 months operating expenses.</p>
10	<p><b>Personnel Matters</b></p> <p>(a) <b>Clerk's overtime.</b> The Clerk has worked approx. 75 hours additional to contract so far in 2013-14. 25 hours of this has already been paid and a further 25 hours previously authorised for payment this year. The Clerk asked permission to submit a claim for the whole 75 hours, if these hours cannot be reduced before the year end. This is within budget, and will be charged to Drayton2020. It was <b>agreed</b> that the Clerk should submit further overtime claims for a further 50 hours Drayton2020 work (75 total in 2013-14) at plain rates before the end of the 2013-14 financial year, if these hours cannot be recouped by shorter working in the period until end March 2014.</p>

	<p><b>Proposed:</b> Naomi Broomfield                      <b>Seconded:</b> Daniel Scharf                      <b>Agreed Unanimously</b></p> <p><b>(b) 4 drawer filing cabinet.</b> The filing cabinet is now too large for purpose, most filing now being done electronically and files having being reduced to only 2 drawers. It was <b>agreed</b> that the 4 drawer filing cabinet could be disposed of, but should be offered to the Deputy Clerk first. If he has no use for it, the Clerk was authorised to offer it to a worthy charity.</p> <p><b>Proposed:</b> Naomi Broomfield                      <b>Seconded:</b> Daniel Scharf                      <b>Agreed Unanimously</b></p>
<b>11</b>	<b>The date of the next meeting</b> to be confirmed as Monday 6 <sup>th</sup> January 2014 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton

**The Meeting concluded at 8.30 pm**

**Signed:**

**Naomi Broomfield, Chairman, Finance & Personnel Committee    6<sup>th</sup> January 2014**