

DRAYTON PARISH COUNCIL

UNCONFIRMED Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 12th May 2014 at the Caudwell Day Centre at 7.00pm

Present: Naomi Broomfield (Chairman); Pat Athawes; Graham Webb; Richard Williams; Laurence Zipson

Not Present: Julian Fowler **In attendance:** David Perrow (Clerk) **Also Present:** Chris Price (Deputy Clerk)

Agenda items	
1	Apologies for absence – None
2	Declarations of Interest – No declarations of interest were made at the start of the meeting.
3	Minutes of the Meeting of 4th January 2014: The Minutes of the previous meeting were accepted as a correct record, and were signed by Naomi Broomfield as Chairman. Proposed: Naomi Broomfield Seconded: Richard Williams Agreed
4	Grants. There were no grant applications to consider.
5	Accounts and Notes to the Accounts 2013-14 Resolved: To accept the 2013-14 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. Proposed: Naomi Broomfield Seconded: Richard Williams Agreed
6	Annual Return 2013-14 Resolved: To accept the Annual Return to the External Auditor, the accompanying Variance Report 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. Proposed: Naomi Broomfield Seconded: Richard Williams Agreed
7	Internal Auditor’s Report 2013-14: The Internal Auditor’s interim report had not yet been received. The Clerk will circulate this as soon as it is available, and it will be considered at the next meeting
8	Insurance Cover 2014-15. Resolved: that the current policy with Zurich, to run from 1 st June 2013, be renewed for a 3 rd year (of 3) at a premium cost of £759.86 plus tax (£748.95 plus tax last year). No other alterations to the policy. Proposed: Naomi Broomfield Seconded: Richard Williams Agreed
9	Personnel Matters. The date of the Clerk & Deputy Clerk’s Annual Appraisal was set as Monday 7 th July 2014 with Naomi Broomfield and Richard Williams on the Appraisal Panel
10	Items to be Noted from Members of the Committee. No other items were raised.
11	The date of the next meeting was confirmed as Monday 1st September 2014 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The Meeting concluded at 7.20 pm