

DRAYTON PARISH COUNCIL

Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 1st September 2014 at the Caudwell Day Centre at 7.00pm

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

In attendance: David Perrow (Clerk) **Also Present:** Phil Hood (Internal Auditor) – Part of Meeting

Agenda items	
1	Apologies for absence – Pat Athawes
2	Declarations of Interest – No declarations of interest were made at the start of the meeting.
3	<p>Minutes of the Meeting of 12th May 2014: The Minutes of the previous meeting were accepted as a correct record, and were signed by Naomi Broomfield as Chairman.</p> <p>Proposed: Richard Williams Seconded: Laurence Zipson Agreed Unanimously</p>
4	<p>Internal Auditors Report 2013-14 Accounts. Phil Hood, the Internal Auditor was present and he presented his report for the last financial year. There were two minor issues for the Committee to note: (a) the usual £1 rounding error. This was a common occurrence, but auditors had to note it. The PC's accounts balanced exactly and this was purely a technical issue; (b) As a matter of presentation the Staff Costs should be presented together and analysed by topic (Drayton PC/Drayton2020) rather than by topic and then by type of costs. This was noted and would be changed next year.</p> <p>Resolved: to accept the Internal Auditor's Report on the 2013-14 Accounts, including the recommendation to alter the analysis of accounts to show total staff costs more clearly</p> <p>Proposed: Naomi Broomfield Seconded: Laurence Zipson Agreed Unanimously</p> <p><u>It was noted:</u></p> <ul style="list-style-type: none"> - That the Internal Auditor is always available direct to the Council if there are any concerns about matters of financial control or probity Contact should be through either the Council Chairman or the Chairperson of Finance Committee, unless there was an overriding need for a particular Councillor to make direct contact with the Internal Auditor. - Balances/Project Funds. Following a question on balances, the Internal Auditor advised that end of year general balances should not exceed the normal limit of 6-9 months of expenditure, and should never exceed the level of the Precept. Project finds can be set aside from general balances, but must be for a particular project in a reasonably justifiable timescale. - Internet banking. Following a question on the security of internet banking, the Internal Auditor had no particular recommendations. He noted that the PC had the usual controls of two signatories in place, without the Clerk being authorised to approve payments.
5	<p>External Auditors Report – 2013-14 Accounts. The only item to note from the External Auditor's Report was the £1 round 'error'. 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: Laurence Zipson Agreed Unanimously</p> <p>Phil Hood left the meeting</p>
6	<p>Budget and Account Analysis for period to end August 2014 (5 months)</p> <p>The Reconciliation to 31st August 2014 was signed off. It showed balances of £51,772.90 (Current account £32,447.16, Deposit Account £19,527.39, Undrawn cheques £201.65, Unbanked payments NIL). Payments to be made this month (Aug) total £4459.06, and £20,000 income is expected in September for the 2nd half precept. The position at the half year stage (September) is therefore expected to be circa £67,300.</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 to be broadly in line with budget with income and expenditure in balance.</p> <p>Resolved: That in view of the extension of the Drayton2020, £1500 be moved from the Drayton2020 Project fund to Drayton2020 administration, and that the Parish Council be advised that the Drayton2020 implementation project funds (£20k) will now not be spending up this financial year, and that the PC may wish to consider the Lockway Playground Stage 2 project instead.</p> <p>Proposed: Naomi Broomfield Seconded: Laurence Zipson Agreed Unanimously</p>
9	Grants. There were no grant applications to consider.

10	Personnel Matters: (a) It was to be noted that the Clerk and Deputy Clerk's Annual Appraisals had been held in July & August 2014 and a report made to the August Parish Council meeting, at which an increment had been agreed for both Clerk and Deputy Clerk and a cost of living adjustment to office expenses. (b) The Clerk's overtime working for Drayton2020 was noted.
11	The date of the next meeting was confirmed as Monday 10 th November 2014 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The Meeting concluded at 7.35 pm

Signed:

Naomi Broomfield, Chairman, Finance & Personnel Committee 24th November 2014