



DRAYTON PARISH COUNCIL

Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 24th November 2014 at the Caudwell Day Centre at 7pm

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

In attendance: David Perrow (Clerk) **Public:** One member of the public (Chris Price) present

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 1st September 2014. The Minutes of the previous meeting were accepted as a correct record, and were signed by Naomi Broomfield as Chairman. Proposed: Laurence Zipson Seconded: Richard Williams Agreed Unanimously
4	Action Point Review. All actions identified at the previous meeting had been completed.
5	<p>Budget and Account Analysis for the period to end October 2014. The Clerk presented the accounts for the last 7 months. The Reconciliation to 31st October 2014 shows in balances a total of £65,425.74. Expenditure of £1,130.82 plus payments and £100 income in unbanked cheques in November to date leaves a current balance of £64,394.92</p> <p>Projected forward to the end of year from end Oct the Outturn is expected to be a further £39k approx.. expenditure, and minimal extra income of est. £400 in income from burials/memorials fees plus a VAT refund of approx.. £1200. The overall end of year balances are expected to be c.£27k., (allowing £14k for the Lockway Playground project stage 2)</p> <p>The deficit for the year 2014-15 is expected to be c.£3k, largely due to unbudgeted expenditure on the defibrillator and on the A34 noise survey.</p> <p>Balances Cover: expected end of Year (2014-15) balances of £27k, represents 44% of expenditure - 5 months operating expenses.</p>
6	<p>Grants The following grants for 2015-16 were budgeted for:</p> <p>(a) <u>DAMASCUS</u>. Grant application for £3,000</p> <p>(b) <u>Drayton Village Hall</u>. £3,500 for a replacement fire exit door, work on the car park and an internet connection. It was noted that the Hall should also consider a new sound system and screen.</p> <p>(c) <u>Millennium Green</u> £3,000 for maintenance</p> <p>An application for <u>£474 from Drayton Football Club for the current year, 2014-15,</u> was held over to the next PC meeting, pending receipt of the Football Club's accounts</p>
7	<p>Draft Expenditure budget 2015-16. The DRAFT Expenditure budget from the Clerk was discussed. It was agreed that the following budget provisions be made:</p> <p>Administration: Allows for inflation (2%) and an increment for the Clerk & Deputy Clerk</p> <p>Grants: The draft budget recommends no change from 2014-15</p> <p>Committee Budgets. The draft budget recommends no significant change from 2014-15, with only minor reductions in the Press & PR and ROW budgets in the light of 2014-15 expected expenditures.</p> <p>Drayton2020 Administration – the draft budget recommends the sums allocated next year by the PC continues to cover the hiring of the Deputy Clerk (contract to May 2015), with extension of this sum to the end of the next financial year. (extra 5 hours pcw for Drayton2020 implementation</p>

	work/fundraising) Projects. It is recommended that £20,000 be allocated for Projects. (including e.g. footpath improvements, cycleways improvements, tree planting, village hall refurb pump priming grant, etc.) Miscellaneous. £450 for contingencies
8	Draft Income budget for 2015-16 Charges were reviewed and the following increases were proposed: (a) Allotments: With effect from 1 st April 2016 (1 year's notice): £12 charge to be raised to £15; £6 to be £7.50; £9 to be £11.25 Proposed: Laurence Zipson Seconded: Richard Williams Agreed Unanimously (b) Burials. With effect from 1 st April 2015: Charges to be £55/£110/£125 & £250 Proposed: Laurence Zipson Seconded: Richard Williams Agreed Unanimously (c) Precept 2015-16. It was agreed 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 £40,000. Proposed: Naomi Broomfield Seconded: Pat Athawes Agreed Unanimously On the basis of the expenditure, charges and precept agreed above, a balanced budget with income and expenditure of £61,800 (including £18,000 moved from Reserves) was agreed. Proposed: Naomi Broomfield Seconded: Richard Williams Agreed Unanimously The proposed 2015-16 budget is attached
9	Personnel Matters (a) Clerk's overtime. The Clerk has worked and been paid for 155 additional hours between April and October, with 50 hours as yet unpaid - a total of 205 hours over 37 weeks – an additional average 5.5 hrs per week on Drayton2020 work (contract is 10 hrs per week (5 hrs PC/5 hrs Drayton2020)). This was noted
10	The date of the next meeting to be confirmed as Monday 5 th January 2015 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton
11	

The Meeting concluded at 8.15 pm

Signed:

Naomi Broomfield, Chairman, Finance & Personnel Committee 5th January 2015

2015-16 Proposed Budget

Income

£40,000.00	Precept
	Other VWHDC
£1,410.00	Income
£570.00	Allotments
	Burial
£1,750.00	Ground/Memorials
	Public
£0.00	Amen/open
£0.00	spaces
£0.00	Play/Rec Ground
£0.00	Administration
£70.00	Interest
£0.00	Other Income
£43,800.00	Total Income
£18,000.00	Earmark from Reserves
£61,800.00	Total Allocation of Funds

Expenditure

£12,750.00	Administration (+2%)
£50.00	Chairman's Expenses
£12,000.00	Grants and Donations S19
£1,000.00	S137
£1,000.00	S142
	Burial
£2,250.00	Ground/Allotments
£2,350.00	Play/Recreation
	Public Amenities/Open
£5,900.00	Spaces
£1,200.00	ROW
	Press & Public
£250.00	Relations
£450.00	Miscellaneous
	Drayton2020
£2,600.00	Administration
£20,000.00	Projects
£61,800.00	Total

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