



DRAYTON PARISH COUNCIL

Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 2nd February 2015 at the Caudwell Day Centre at 7pm

Present: Naomi Broomfield (Chairman); Pat Athawes; Graham Webb; Richard Williams; Laurence Zipson **In attendance:** David Perrow (Clerk); Chris Price (Deputy Clerk). **Public:** None present

1	Apologies for absence. None
2	Declarations of Interest. No declarations of interest were made at the start of the meeting and the Clerk reported that no dispensations had been applied for prior to the meeting.
3	Minutes of the Meeting of 24th November 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: Laurence Zipson Agreed Unanimously
4	Action Point Review. The Clerk reported that all the action points from the previous meeting had been completed. The Precept Return had been sent to the VWHDC
5	Budget and Account Analysis for the period to end January 2015. The Clerk spoke to the budget report for the period to end January 2015. Income to date was: £65,434 (including £18,000 transferred from reserves). This is slightly up on budget due to increased receipts from burials, extra interest earned and £1500 received from developers to refund Exhibition costs (balanced by almost equal expenditure); Expenditure to date was: £32,326; Current available funds are £62,318.26. A VAT reclaim was about to be submitted which would increase income but no other substantial income was now expected this year. Expenditure was in line with budget. A surplus of circa £10k was anticipated this year, even allowing for £14k expenditure on Phase II of the Lockway playground – the expenditure on this project might need to be increased, given current quotes for the work (to £20k?). The budget was adjusted by: <ul style="list-style-type: none"> - Moving £125 from s19 to s137 Grants - Moving £500 from Drayton2020 Projects to Drayton2020 Administration, the referendum having been delayed until 12th March 2015 Proposed: Naomi Broomfield Seconded: Pat Athawes Agreed Unanimously
6	Risk Management Policy and Risk System It was agreed that the Risk Management Policy and Risk System document should be re-adopted without need for amendment for the net year, 2015-16 Proposed: Graham Webb Seconded: Richard Williams Agreed Unanimously
7	Financial Regulations The Clerk presented a set of revised Financial Regulations, using the updated template provided by NALC. It was agreed that the Committee would look over these and that they would be presented for amendment/adoption at the March Parish Council meeting ACTION: Clerk to investigate the possibility of the Council taking out a payment card so that use of personal credit cards can be terminated for e.g. internet payments
8	Grants: A s137 grant of £550 to the Abingdon Bridge Youth Centre was approved, Proposed: Laurence Zipson Seconded: Naomi Broomfield Agreed Unanimously <ul style="list-style-type: none"> - and a s19 grant of £474 for Drayton Football Club Proposed: Graham Webb Seconded: Laurence Zipson Agreed Unanimously
9	Personnel Matters: (a) Clerk's Overtime. ACTION: It was agreed that the issue of the possible renewal of the Deputy Clerk's contract

	would be raised at the March Parish Council meeting. The Clerk was proposing that the Deputy Clerk's 10 hour per week contract be made permanent and that the Clerk's contract be reduced to 5 hours per week, to cover Finance and Burials, with any Drayton2020 admin follow up worked as overtime hours at plain rates by the Clerk, as and when required but within an agreed budget.
10	The date of the next meeting was confirmed as Monday 11 th May 2015 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton <u>The Meeting concluded at 7.30 pm</u>

Signed:

Naomi Broomfield, Chairman, Finance & Personnel Committee

11th May 2015