



## DRAYTON PARISH COUNCIL

### Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on Monday 4<sup>th</sup> January 2014 at the Caudwell Day Centre at 7pm

**Present:** Naomi Broomfield (Chairman); Graham Webb; Richard Williams; Laurence Zipson **Not Present:** Julian Fowler. **In attendance:** David Perrow (Clerk); Chris Price (Deputy Clerk). **Public:** None present

1	<b>Apologies for absence. None</b>
2	<b>Declarations of Interest.</b> 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	<b>Minutes of the Meeting of 11<sup>th</sup> November 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> Richard Williams <b>Agreed Unanimously</b>
4	<b>Action Point Review.</b> 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	<b>ACTION:</b>
6	<b>Budget and Account Analysis for the period to end December 2013.</b> The Clerk spoke to the budget report for the period to end December 2013. Income to date was: <b>£59,987.00</b> ; Expenditure to date was: <b>£38,167.00</b> ; - Giving a balance of funds of: <b>£21,820.00</b> on the year to date. 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 £5k was anticipated this year since despite a reduction in burials income, expenditure on grants received (Drayton2020) was less than income, which would mean a carry over of some Drayton2020 balances to the next year.
7	<b>Risk Management Policy and Risk System</b> It was <b>agreed</b> that the Clerk should update the current policy for operational details – the policy itself being perfectly adequate – and to present the revised version to the Parish Council for re-approval <b>ACTION:</b> Clerk to update the Risk Management Policy and Risk System policy document and to present it to the Parish Council for re-adoption
8	<b>Grants:</b> A s137 grant of £550 to the Abingdon Bridge Youth Centre was approved <b>Proposed:</b> Naomi Broomfield <b>Seconded:</b> Laurence Zipson <b>Agreed Unanimously</b>
9	<b>Personnel Matters:</b> <b>(a) Clerk's Overtime.</b> <b>ACTION:</b> It was <b>agreed</b> that the Clerk would charge his overtime work on Drayton2020 up to 15 hours per month, and within the available Drayton2020 admin budget
10	<b>The date of the next meeting</b> was confirmed as Monday 12 <sup>th</sup> May 2014 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton <b><u>The Meeting concluded at 7.15 pm</u></b>

Signed:

Naomi Broomfield, Chairman, Finance & Personnel Committee

12<sup>th</sup> May 2014