

## DRAYTON PARISH COUNCIL

Minutes of the meeting of the **Finance & General Purposes** Committee held on Thursday 16<sup>th</sup> February 2017 at 7.00pm in The Pavilion at King George Fifth Playing Field Drayton High Rd, Drayton

### PRESENT

Mr G Everett – Chairman  
Mrs Gibson Mr K Morgan  
Mr J Hall – Parish Clerk

### IN ATTENDANCE

None

#### 247. Absence and Apologies for Absence

Apologises received and accepted from Cllrs Blaxter, W Morgan and Wilkinson.

#### 248. Declarations of Interest

Nothing further was declared beyond those interests already included on the register of member's interests.

#### 249. Public Participation

None.

#### 250. Grants and Donations Policy

A draft policy had been circulated prior to the meeting. **RESOLVED** to adopt policy.

#### 251. Request for donations from Citizens Advice Bureau and Norfolk Age UK

**RESOLVED** to donate £25 to each charity under the LGA 1972 section 137 payment regulations.

#### 252. Internal Auditor's report and consideration of required actions

A copy of the auditor's report had been circulated prior to the meeting.

Recommendation One. To be completed once transfer of bank accounts has been completed.

Recommendation Two. **RESOLVED** to obtain Corporate Credit Card with new banking provider subject to a £500 limit and use only by the Clerk / RFO. Balance to be cleared monthly.

Recommendation Three. Clerk advise diary system already in place.

Recommendation Four. Referred as next item on the agenda.

**253. Outstanding Debtors List**

**RESOLVED** to accept the recommendation from the internal auditor to write off debts arising from the fun sessions and the defunct Drayton Youth u11s football team from the 3G surface at Longdale.

**254. Review of Budget 2016/17 and Consideration of Ring Fencing Budget Lines**

A report had been produced and circulated prior to the meeting. Overall the budget position for 2016/17 is a forecast of an underspend, although there are some unknown items of expenditure which may come through before year end, namely the VAT interest and/or fines for the back dated claim. Income levels were down mainly due to an adjustment in the business model for the 3G surface at Longdale.

**RECOMMENDATION to full council:** To ring fence any surplus budget from 2016/17 for Salaries (gross) and for Grants and Donations to carry forward to budget 2017/18.

**255. Bring forward spending from 2017/18 budget for SLCC membership**

**RESOLVED** to bring forward spending of £170 to ensure continuity of membership.

**256. Ratification of PPE Expenditure from Staffing Committee Meeting 9 February 2017.**

**RESOLVED** to ratify expenditure on PPE as recommendation from staffing committee.

**257. Review of Governance Documentation**

Financial Regulations

**RESOLVED** to approve change of contract value in regulation 11 to £25,000 on advice of the Internal Auditor.

Standing Orders

**RESOLVED** to approve change of contract value in standing order 18 to £25,000 on advice of the Internal Auditor.

Internal Controls Document

Document noted

Financial Risk Assessment

Document noted.

**255. Exchange of Information**

The Chairman queried the need for reports for agenda items. The Clerk advised that all council decisions should be considered in line with the information provided under each heading and should aid Councillors in making decisions with the appropriate information being supplied to them. This style is standard across most Parish Councils and is considered best practice as well as meeting protocols within good governance.

Meeting ended 8.29pm

*G. Everett*