

DRAYTON PARISH COUNCIL

Minutes of the meeting of the **Finance & General Purposes** Committee held on Thursday 21st July 2016 at 7.30pm in The Pavilion at King George Fifth Playing Field Drayton High Rd, Drayton

PRESENT

Mr G Everett – Chairman
Mr K Morgan Mr W Morgan Mr P Stanger
Mr J Hall – Parish Clerk

IN ATTENDANCE

None

69. Absence and Apologies for Absence

Cllrs Blaxter, Gibson and Wilkinson – apologies received and accepted.

70. Declarations of Interest

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

71. Public Participation

None.

72. Terms of Reference

A draft copy of the terms of reference had been circulated prior to the meeting. The new terms were required following the merger of two committees (Finance & Administration and Communications) at the Annual Parish Council meeting in May.

Recommendation to full council to resolve to accept the new terms of reference

73. Budget 2016/17 review

The Clerk circulated details of payments and receipts to 15 July 2016. It was noted that it was early in the financial year and that apart from one or two lines overall spending was below expectation. Further savings are expected to be made over the financial year. Tree work that had been commissioned in the previous financial year had fallen into the current year, although there were sufficient earmarked reserves for this work. Most income is received in the latter half of the year and that summer schedules on the 3G surface also meant that income levels were low. It was expected that this position would improve by the next review.

74. **End of Free Banking**

NatWest had advised that free banking will end once the Council's account has turned over £100,000 in the current year. This is likely to happen once the second tranche of precept is received from Broadland District Council in September. Alternatives were suggested. Many local authorities were now using Unity Trust, a not for profit organisation especially set up to help local authorities, not profit making organisations and charities. **RESOLVED** to move accounts to Unity Trust to take advantage of the superior service offered in terms of online banking and payment authorisation.

75. **Financial Regulations**

A number of draft changes were circulated prior to the meeting which resulted from the last internal audit. These changes completed the tidying up exercise to reflect the new procedures. It was also felt prudent to consider changing the internal auditor every term of the council.

Recommendation to full council: To resolve to approve changes as outlined.

76. **VAT Update**

No update had been received for the committee to consider.

77. **Options for a Production of a Printed Magazine**

The proposed survey of residents had not taken place as it had been difficult to produce the survey in the style of The Chronicle. It had been hoped to use this style to maximise responses. It was noted that the centre spread article in the June edition of Just Drayton and Taverham highlighting the Neighbourhood Plan had been well received. Given the reduction in cost compared with producing an in house magazine and the professional editorial style that was included with the purchase of pages, it was felt this could be a way of reintroducing a printed publication to advise residents of Parish Council news and updates. **RESOLVED** to purchase pages within Just Drayton & Taverham at least twice a year. Content for the pages to be agreed and signed off at the monthly parish council meeting.

78. **Exchange of Information**

None

79. **Date of next Meeting**

To be advised.

Meeting ended 9.09pm