

**DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

Minutes of meeting held on Thursday 26th October 2023 at 7:00pm at the King George V Pavilion, Drayton High Road, Drayton, NR8 6AW

Committee Members: Cllrs J. Anderson, A. Crotch, G. Everett, A. Taylor and S. White

In attendance: Amy Gallant, Assistant Clerk & RFO.

Meeting opened: 7:03pm

1. Apologies and consideration of acceptance for absence

None.

2. Members' declaration of interest and requests for dispensations

None.

3. To approve the minutes of Committee meeting held 15th June 2023

The minutes of the Committee meeting were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. To allow public participation in accordance with Standing Orders

No members of the public present.

5. To receive updates on Committee matters arising from previous meetings

The Committee received and noted the report.

6. To consider the draft budget 2023/24

The Committee considered the budget for recommendation at the November budget meeting of the Council and made the following amendments; seek renewal quotes from electricity providers for Longdale and KGV; increase budget for water and sewerage rates to £750.00 and enquire if supply can be metered, increase telephone and broadband budget to £550.00 subject to quotes for office phone system; increase mobile phone & tablet contracts budget to £1250.00; move Broadland District Council waste collection to the Environment & Highways budget and adjust budget line accordingly; increase Norfolk ALC subscription budget to £300.00; increase Remembrance Wreath budget to £100.00 to include additional wreath for the D-Day event; move Garden Competition to Cost Code 208 Community Events.

Under Cost Code 27 Utilities & Services, the Committee **AGREED** to consider quotes for an office phone system to support improved communications such as office hours, call forwarding and consistent voicemails

Under Cost Code 204 subscriptions, the Committee **AGREED** to recommend an Earmarked Reserve towards set up of Parish Online.

Under Cost Code 208 Community Events, the Committee **AGREED** to recommend an overall cost of £4,000.00 to be allocated as required for expected events including Christmas Lights switch on, D-Day and a Summer Event.

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Under Cost Code 284 Website the Committee **AGREED** to seek quotes for a review and update to the Parish Council website and to include an Earmarked Reserve as appropriate.

Under Cost Code 8523 Streetlight Maintenance it was noted there was a significant variance in budget costs from 2023-24 to proposed budget costs for 2024-25 and the Committee **AGREED** to request a report from the Parish Clerk to explain the variance.

A motion to extend the meeting by 30 minutes was accepted by the Committee.

7. To consider strategies for managing CIL and S106 expenditure

The Committee **AGREED** to defer the item to the December meeting for further consideration in line with Council's wider strategy. It was noted that CIL and S106 expenditure was a matter reserved for Council and could not be approved at Committee level.

8. To receive the internal control check for Q1 & Q2 2023 and note recommendations for action

The Committee received the internal control check for Q1 with no further comments or recommendations from the Committee.

Following comments from the internal control check for Q2 the Committee noted the bank reconciliation presented as part of the full Council papers had now been signed by Cllr. Taylor as part of the internal control check.

9. To consider recommendation for amendment to Credit Card Policy to Council

The Committee **AGREED** to reduce the credit limit for the Parish Clerk to £1,000 in line with the approved Credit Card policy.

10. To consider proposal for a Credit Card for the Assistant Clerk

The Committee **AGREED** to order a credit card for the Assistant Clerk with a limit of £1,000. It was noted the credit card would be used in the absence of the Parish Clerk.

11. To consider proposal for cleaning services at KGV Pavilion

The Committee **AGREED** to authorise expenditure up to £500.00 for a one off deep clean of the KGV pavilion and to recommend a review of the existing cleaning provision to the Staffing Committee.

12. Matters to consider for next Agenda

The Committee **AGREED** to consider plans for development of the Neighbourhood Plan which expires in 2026.

13. Date and time of next Committee meeting 7th December 2023

Meeting closed 21:24.