

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

Minutes of meeting held on **Thursday 7th December 2023, 7:00pm** at Drayton Parish Council, Pavilion King George V Playing Field, Drayton Highroad, Drayton, Norwich, NR8 6AW

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

In attendance: Amy Gallant, Assistant Clerk & RFO

Meeting Opened: 7:25pm

MINUTES

1. Apologies and consideration of acceptance for absence

Apologies for absence received and accepted for Cllr. Crotch and Cllr. Taylor.

2. Members' declaration of interest and requests for dispensations

None.

3. To approve the minutes of Committee meeting held 26th October 2023

The minutes 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 receive the interim Internal Audit report and consider recommendation for action to Council

The Committee received the report and noted the response to recommendations made. It was **AGREED** that no further action in response to the report was required by Council.

7. To consider proposed agenda schedule for the Finance & General Purposes Committee

The Committee **AGREED** to recommend the proposed meeting dates to Council for consideration.

8. To note update on banking arrangements and consider recommendations

The Committee **AGREED** to increase the balances held with Cambridge and Nationwide accounts to £125,000.00 each to spread the financial risk.

9. To consider proposed Terms of Reference for a Strategy Advisory Group for recommendation for approval by Council

The Committee considered the Council's capacity to appoint an additional working group in line with current commitments and considered if an action plan with timelines for existing projects agreed by Council was preferable.

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The Committee **AGREED** to defer the item to the next meeting to include an example strategy to further aid discussion and decision.

10. To consider proposed plans for the development of the Neighbourhood Plan which expires in 2026

The Committee **AGREED** to establish a Neighbourhood Plan Working Group as presented and develop a Terms of Reference for approval at the next meeting.

11. To note purchase of projector

The Committee **AGREED** to approve the purchase of a projector and suitable screen at £236.67 and £83.32 in line with 4.1 of Drayton's Financial Regulations. It was noted the projector would be useful for upcoming projects such as the Neighbourhood Plan.

12. Matters to consider for next Agenda

It was noted that matters to consider for the next agenda could be agreed outside of the meeting and that an agenda item for "exchange of information" would be more beneficial.

13. Date and time of next Committee meeting 21st March 2023

Meeting closed: 8:38pm