

DRAYTON PARISH COUNCIL

Minutes of the meeting of the Governance Committee held on
Thursday 15 August 2019 at 7.15 pm in The Pavilion at King George Fifth Playing Field
Drayton High Rd, Drayton

PRESENT

Mr G Everett – Chairman
Mr A Crotch Mr K Morgan Mr L Wilkinson
Mr J Hall – Parish Clerk

IN ATTENDANCE

Carl Brown (Chairman of Drayton Village Hall committee)

The Chairman opened the meeting and welcomed those present and advised the meeting that Cllr Kevin Blaxter had resigned from the Council earlier in the day.

1. Absence and Apologies for Absence

1. Karen Wilson and Karl Smith – received and accepted.

2. Declarations of Interest

2. Cllr Morgan reminded the meeting that he was the Parish Council's representative on the Drayton Village Hall committee and as a result would not be voting on agenda item 4.

3. Public Participation

3. The Chairman of the Village Hall gave a short presentation to the committee regarding the kitchen refurbishment project and the overall condition of the Village Hall. In addition, further information was provided in respect of the Hall's ongoing financial position.

4. Grant Application from Drayton Village Hall to Refurbish Kitchen

4. It was noted that other sources of funding would be required to ensure the project could proceed. It was disappointing to note that Lottery funding had not been successful.

RESOLVED to agree to a grant of £3,000 subject to :-

- The committee to see sight of the minutes recording the decision to proceed with the project.
- Funding to be released when all other funding has been secured and the project has started.



5. Budget Comparison Figures to Date

5. The Clerk produced figures for the period 1st April 2019 to 31st July 2019. The report was noted. Most of the budget lines over the 15% variance were due to payments being top heavy in the financial year.

6. Budget 2018/19 and Provision of Budget Underspend

6. The Clerk has circulated a report prior to the meeting outlining the position. The budget surplus for 2018/19 was £29,213 which was part of an overall cash surplus of £61,379. The auditor had raised concerns at the apparent high level of the general reserve of £141,379 against the Council's policy of 50% of precept which currently is £80,000.

It was agreed allocating some of the surplus to a number of capital projects could reduce the majority if not all of the surplus. However, surpluses have arisen due to too many budget contingency lines not being spent and a re-work of the whole budget will be required for 2020/21 to stop the same situation arising again. Committees could put forward proposals for projects within the normal budgeting process. The working group meeting held on 15 July 2019 discussed the possibility of producing a strategic plan which included a number of headings. However, much more work and resource will be required to progress this forward.

It was agreed that £64,200 could be drawn down from CIL facility at Broadland District Council. The existing CIL reserve of £5665 would be used to make up the shortfall of the invoice from the Florence Carter Memorial Park play area refurbishment project.

7. Internal Audit Report

7. The internal audit was completed on 16th April 2019. Four recommendations were recorded all of which had been addressed (copy attached) with the exception of recommendation 4 which was outstanding from the interim audit also and would be further delayed due to the cancellation of the Staffing meeting due to take place on 15th August 2019. A new date for the staffing meeting will be agreed at the next full council meeting on 5th September 2019.

Following the cancellation of the staffing meeting which was due to be held prior to the Governance meeting, agenda items 8 & 9 were not relevant.

Meeting ended 9.06pm