



## DRAYTON PARISH COUNCIL

### **Minutes of the Meeting of the Finance and Personnel Committee of Drayton Parish Council held on 2 October 2024 at 7pm in the Caudwell Day Centre**

**Present:** Cllrs Pat Athawes (Chair), Graham Webb, and Richard Wade, Susan Harris.  
**Also, in attendance:** Anita James (Clerk/RFO) Deputy Clerk, Chris Prince and Programme Manager, Jonathon Fowler.

**Public:** none

**29/24: To receive and resolve to accept apologies for absence:** No apologies for absence.

**30/24: To receive any pecuniary and/or non-pecuniary declarations of interest and consider any written dispensations from councillors received by the clerk:** None received.

**31/24: To approve the minutes of the Finance Meeting on the 3 September 2024 as previously circulated:** Minutes approved and signed by the Chair.

**32/24: Budget and Account Analysis for the period to 31 August 2024; Review of EMR's.**

Council were shown an account and budget analysis from Rialtas Accounting Software and subsequently requested more detailed information.

**Action:** Clerk to update the budget monitoring Excel sheet and circulate.

**33/24: Internal & External Audit reports received; Draft Effectiveness of Audit; Appoint Internal Auditor for next year.**

The council have received the internal and external audit reports. Council were shown the Effectiveness of Audit form and approved. Auditing Solutions were appointed as the auditors for 2025/2026.

**34/24: External Auditor Report and Certificate 2023/24 published on website.** Noted by council.

**Reserved Business.** Exclusion of the Public and Press. In view of the nature of the business to be transacted any members of the public and press were temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

**35/24: Staff matter, as previously circulated.**

Council agreed to extend the Programme Managers contract to the 1 August 2025 and increase the stipend to point 25, backdated to 1 August 2024.

**Action:** Clerk to implement and arrange for back pay and draw up contract for the Chair, Pat to sign.

**End of Reserved Business**

The meeting closed at 8:50pm.

Date of Next Meeting Tuesday 29 October at 7pm.