



**DRAYTON (ABINGDON)  
PARISH COUNCIL**  
[www.DraytonPC.org](http://www.DraytonPC.org)

**Notice is hereby given that a Meeting of the Finance and Personnel Committee of Drayton Parish Council will be held on WEDNESDAY 2nd September 2015, at 7.00pm At the DRAYTON VILLAGE HALL, LOCKWAY DRAYTON, OX14 4LF**

**Signed:** *David E. Perrow*

**Published: 26th August 2015**

**David Perrow Clerk to the Parish Council**

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**To: Members of the Finance and Personnel Committee:** You are hereby summoned to attend a meeting of Drayton Parish Council's Finance and Personnel Committee on Monday 2<sup>nd</sup> September 2015 at 19.00 in the DRAYTON VILLAGE HALL (SMALL HALL), Lockway Drayton, for the purpose of transacting the following business:

1	<b>Apologies for absence</b>
2	<b>Declarations of Interest &amp; Dispensations from Clerk</b>
3	<b>Minutes of the Meeting of 18<sup>th</sup> May 2015:</b> to receive, revise as required and sign the Minutes of the last meeting
4	<b>Internal Audit</b> (a) To consider the re-appointment of the Internal Auditor (b) Effectiveness of Internal Audit: to consider, and revise if required, the annual Effectiveness of Internal Audit Review
5	<b>External Auditor's Report:</b> to receive the Report, note any recommendations and forward it to the Parish Council
6	<b>Budget and Account Analysis for April-August 2015 (5 months):</b> to note the spend against budget and to revise the budget as required in line with projected expenditure
7	<b>Grants - To consider applications for grants</b> (a) Drayton Football Club (b) Drayton Millennium Green Trust (c) Drayton Village Hall (d) Other grant application received
8	<b>Grants – To Review the Grants Criteria and Recommend Revision if Required</b>
9	<b>Risk Analysis 2015-16:</b> to review the Parish Council's risk profile and revise as required, particularly in the light of new undertakings made to implement the Drayton NDP
10	<b>Annual Audit of Parish Assets:</b> to agree a date in September/October for the annual inspection of Parish Council land and assets
11	<b>Personnel Matters – To discuss any matters relating to employment of the Clerk</b>
12	<b>Chairmanship of Finance and Personnel Committee:</b> to consider appointing a new Chairman
13	<b>The date of the next meeting</b> to be confirmed as Monday 9 <sup>th</sup> November 2015