



DRAYTON PARISH COUNCIL

**Notice is hereby given that a Meeting of Drayton Parish Council's
FINANCE AND PERSONNEL COMMITTEE
will be held on MONDAY 9th May 2016, at 7.00pm
At the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY**

Signed: *David E. Perrow*

Published: 3rd May 2016

David Perrow Clerk to the Parish Council

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AGENDA

To: Members of the Finance and Personnel Committee: You are hereby summoned to attend a meeting of Drayton Parish Council on Monday 9th May 2016 at 19.00 in the Caudwell Day Centre, Gravel Lane., Drayton, for the purpose of transacting the following business:

Agenda items	Suggested timing
1 Apologies for absence – To receive, and to resolve to accept, any apologies for absence	1 min
2 (a) Declarations of Interest: To receive any Declarations of Interest, whether Personal and/or Pecuniary, which may be prejudicial to any proceedings at this meeting (b) Dispensations: To consider any written dispensations from councillors received by the Clerk	1 min
3 Minutes of the Meetings of 4th January & 29th February 2016: To approve and sign the Minutes of the previous Meetings	1 min
4 Grants – To consider any grant applications	5 mins
5 Accounts 2015-16 – To receive and sign off the accounts for the previous year, including Notes to the Accounts and Variance Analysis	5 mins
6 Annual Return 2015-16 – To receive and recommend to the Council that the Annual Return for last year be accepted and signed	5 mins
7 Audit Dates: To note and agree the recommended audit dates for 2016	2 mins
8 Insurance Cover 2016-17 – To note the insurance renewal details	4 mins
9 Standing Order/Direct Debit Review: <ul style="list-style-type: none"> • Thames Water (Quarterly as billed) • Information Commissioner (Annual - £35) 	1 min
10 Personnel Matters – To discuss any matters relating to employment of the Clerk - Clerk/Deputy Clerk's Expenses Schedule	4 mins
11 Any Items to be raised by Members of the Committee	2 mins
12 The date of the next meeting to be confirmed as Monday 5 th September 2016 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton	
	Total Est. Finish Time 30 mins 7.30pm