



**DRAYTON (ABINGDON)
PARISH COUNCIL**
www.DraytonPC.org

Notice is hereby given that a Meeting of the Finance and Personnel Committee of Drayton Parish Council will be held on Monday 5th September 2016, at 7.00pm at the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY

Signed: *David E. Perrow*

Published: 30th August 2016

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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 5th September 2016 at 19.00 hours in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY, for the purpose of transacting the following business:

1	Apologies for absence
2	Declarations of Interest & Dispensations received by the Clerk
3	Minutes of the Meeting of 9th May 2016: to receive, revise as required and sign the Minutes of the last meeting
4	Internal Audit (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	External Auditor's Report: (if available) to receive the Report, note any recommendations and forward it to the Parish Council
6	Budget and Account Analysis for April-August 2016 (5 months): to note the spend against budget and to revise the budget as required in line with projected expenditure
7	Grants - To consider applications for grants (a) Drayton Football Club (b) Other grant applications received
8	Drayton2020 Project Funding: (a) S106 funds flow (b) PWLB loan (c) Grant applications (d) VAT advice and application to HMRC
9	Risk Analysis 2016-17: 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	Annual Audit of Parish Assets: to agree a date in September/October for the annual inspection of Parish Council land and assets
11	Personnel Matters – To discuss any matters relating to employment of the Clerk/Deputy Clerk
12	The date of the next meeting to be confirmed as Monday 14 th November 2016