



**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 14th NOVEMBER 2016, at 7.00pm At the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY

Signed: *David E. Perrow*

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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 14th November 2016 at 19.00 in the Caudwell Day Centre, Gravel Lane, Drayton, 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 17th October 2016: to receive, revise as required and sign the Minutes of the last meeting
4	Budget and Account Analysis for April-October 2016 (7 months): to note the spend against budget and to revise the budget as required in line with projected expenditure
5	Grants - To consider applications for 2016-17 grants (a) Drayton Millennium Green Trust (b) Other grant applications received
6	Draft Expenditure budget 2017-18: To consider the budget drafted by the Clerk, and to agree a recommendation to the December 2016 Parish Council meeting (i) Administration budget (ii) Grants budget: s19: Village Hall/DAMASCUS/MGT/ s137/s142 (iii) Committee budgets: - Burials & Allotments - Playgrounds/recreation - Public Amenities/Open Spaces - Rights of Way (iv) D2020 Projects budget/s106 funds flow
7	Draft Income budget for 2016-17: a) Charges - to review the present level of charges for allotments, burials etc. and to make recommendations for any changes to the December 2016 meeting of the Parish Council (b) Precept 2017-18: To agree a level for the precept to recommend to the December 2016 Parish Council meeting
8	Personnel Matters – To discuss any matters relating to employment of the Clerk <ul style="list-style-type: none"> • Clerk & Deputy Clerk's job analysis • Clerk & Deputy Clerk's Appraisal – Panel to be appointed
9	The date of the next meeting to be confirmed - December 2016 or January 2017?