



## DRAYTON PARISH COUNCIL

**Notice is hereby given that a Meeting of Drayton Parish Council's  
FINANCE AND PERSONNEL COMMITTEE  
will be held on MONDAY 15<sup>th</sup> May 2017, at 7.00pm  
At Drayton Village Hall (Small Hall), Lockway Drayton, OX14 4LF**

Signed: *David E. Perrow*

Published: 9th May 2017

David Perrow Clerk to the Parish Council

Tel (Mob.): 07909176061 Email: draytonclerk@gmail.com

### AGENDA

**To: Members of the Finance and Personnel Committee:** You are hereby summoned to attend a meeting of Drayton Parish Council on Monday 15<sup>th</sup> May 2017 at 19.00 in Drayton Village Hall, Lockway,, 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) <b>Declarations of Interest:</b> To receive any Declarations of Interest, whether Personal and/or Pecuniary, which may be prejudicial to any proceedings at this meeting (b) <b>Dispensations:</b> To consider any written dispensations from councillors received by the Clerk	1 min
3 <b>Minutes of the Meetings of 13<sup>th</sup> March 2017:</b> To approve and sign the Minutes of the previous Meetings	1 min
4 <b>Grants</b> – To consider any grant applications - Drayton Football Club - Citizen's Advice Bureau - Stonehill Garden	10 mins
5 <b>Accounts 2016-17</b> – To receive and sign off the accounts for the previous year, including Notes to the Accounts and Variance Analysis	10 mins
6 <b>Annual Return 2016-17</b> – To receive and recommend to the Council that the Annual Return for last year be accepted and signed	10 mins
7 <b>Audit Dates:</b> To note and agree the recommended audit dates for 2017	2 mins
8 <b>Insurance Cover 2017-18</b> – To note the insurance renewal details	5 mins
9 <b>Standing Order/Direct Debit Review:</b> <ul style="list-style-type: none"><li>• Thames Water/Castle Water (Quarterly as billed)</li><li>• Information Commissioner (Annual - £35)</li></ul>	1 min
<b>Drayton2020 NDP Projects</b> – (a) Financial Report and Review – including s106/grants/loans and Business Plan status report (b) Sports Pitch layout/drainage contract – to agree the process for tendering and assessments of contract bids (c) MUGA specification/ITT (d) Pre School	20 mins

	(e) Village Hall refurb	
<b>10</b>	<b>Personnel Matters</b> – To discuss any matters relating to employment of the Clerk - Clerk/Deputy Clerk’s Expenses Schedule - OALC Dispute Resolution Process	5 mins
<b>11</b>	<b>Any Items to be raised by Members of the Committee</b>	5 mins
<b>12</b>	<b>The date of the next meeting</b> to be confirmed as Monday 17 <sup>th</sup> July 2017 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton	
	Total Est. Finish Time	71 mins 8.15pm approx..