DRAYTON (ABINGDON)
PARISH COUNCIL
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Notice is hereby given that a Meeting of the Finance and Personnel Committee of Drayton Parish Council will be held on Monday 11th September 2017, at 7.00pm at the Drayton Hall (Small Hall), Lockway, Drayton, OX14 4LF

Signed: *David E. Perrow*   **Published: 5th September 2017**
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 11th September 2017 at 19.00 hours in the Drayton Village Hall. Lockway, Drayton, OX14 4LF, 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 July 2017:** 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 2017 (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) Be Free Young Carers
	    (b) Drayton Millennium Green Trust
	    (c) Home Start Southern Oxfordshire
	    (d) Other grant applications received

8	**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
9	**Annual Audit of Parish Assets:** to agree a date in October for the annual inspection of Parish Council land and assets
10	**Personnel Matters** – To discuss any matters relating to employment of the Clerk/Deputy Clerk
11	**The date of the next meeting** to be confirmed as Monday 13th November 2017