



DRAYTON PARISH COUNCIL

**Notice is hereby given that a Meeting of Drayton Parish Council's
FINANCE AND PERSONNEL COMMITTEE
will be held on MONDAY 21st May 2018, at 7.00pm
At Drayton Village Hall (Small Hall or Lounge), Lockway Drayton, OX14 4LF**

Signed: *David E. Perrow*

Published: 15th May 2018

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 21st May 2018 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) 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 22nd January 2018: To approve and sign the Minutes of the previous meeting	1 min
4	Grants – To consider any grant applications - FODSA - To approve payment in June of the budgeted grant to DAMASCUS - Millennium Green grass cutting	10 mins
5	Accounts 2017-18 – To receive and sign off the accounts for the previous year, including Notes to the Accounts and Variance Analysis	10 mins
6	Annual Return 2017-18 – To receive and recommend to the Council that the Annual Return for last year be accepted and signed	10 mins
7	Audit Dates: To note and agree the recommended audit dates for 2018	2 mins
8	To receive the Internal Auditors Report for 2017-18 (if available)	5 mins
9	Insurance Cover 2018-19 – To note the insurance renewal details	5 mins
10	Standing Order/Direct Debit Review: <ul style="list-style-type: none">Thames Water/Castle Water (Quarterly as billed)Information Commissioner (Annual - £35?)	1 min
11	Personnel Matters – To discuss any matters relating to employment of the Clerk <ul style="list-style-type: none">Deputy Clerk's Annual AppraisalNew national pay scales	5 mins
12	Any Items to be raised by Members of the Committee	5 mins
13	The date of the next meeting to be confirmed as Monday 17 th September 2018	

Est Time 56 mins Finish Approx. 8pm