



DRAYTON PARISH COUNCIL

**Notice is hereby given that a Meeting of Drayton Parish Council's
FINANCE AND PERSONNEL COMMITTEE
will be held on Monday 17th September 2018, at 7.00pm
At Drayton Village Hall (Small Hall or Lounge), Lockway Drayton, OX14 4LF**

Signed: *Lorraine Watling*

Published: 11th September 2018

Lorraine Watling Clerk to the Parish Council

Tel (Mob.): 07909176061 Email: clerk@draytonpc.org

AGENDA

To: Members of the Finance and Personnel Committee: You are hereby summoned to attend a meeting of the Drayton Parish Council's Finance and personnel Committee on Monday 17th September 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 21st May 2018: To approve and sign the Minutes of the previous meeting	1 min
4	Grants - To consider any grant applications received since the last meeting - To receive and consider a report from the Clerk about the grant process (to be circulated beforehand).	5 mins
5	Budget and Account Analysis for period to end August 2018 (5 months): To receive a report of the receipts and payments for the current financial year to 31 st August 2018 (to be circulated beforehand)	3 mins
6	Sign Off of the 2017-18 Accts by the External Auditor – To receive an update from the Clerk	1 min
7	Internal Auditor Appointment: To Appoint Arrow Accounting to be the Internal Auditors for 2018-19 (quote to be circulated beforehand).	3 mins
8	New Standing Order/Direct Debit Review: <ul style="list-style-type: none">To approve a DD for HP Instant Ink service for the Moderate Printing Plan which costs £3.49 for 100 pages a month – plus £1 a set for any additional sets of 20 pages. To be reviewed in 6 months to confirm that the moderate printing plan meets the needs of the PC.To re-join the Institute of Cemetery and Crematorium Management (ICCM) for £90 pa.	5 mins
9	National Savings Bank Signatories: Noting that the bank failed to include Graham Webb as an account signatory, to complete the form sent by the bank to amend this oversight.	5 mins
10	Personnel Matters – To discuss any matters relating to employment of the staff (a) Clerk/Deputy Clerk's allowance: To update the Clerk's/Deputy Clerk's working from home allowance by inflation (last reviewed May 2017) as	3 mins

	follows: 3.2% increase in annual RPI (as at 15/08/18). Increase to £165.92 pa (£41.48 per Quarter). Extra budget cost of £10.30 p.a.(HMRC allowance is currently for payments up to £216 pa) (b) Petrol allowance – no change required.	
11	Any Items to be raised by Members of the Committee	2 mins
12	The date of the next meeting to be confirmed as Monday 19 th November 2018	

Est Time 30 mins Finish Approx. 7.30pm