

**DRAYTON PARISH COUNCIL**  
**Notice is hereby given that a Meeting of**  
**the Finance and Personnel Committee**  
**of Drayton Parish Council will be**  
**Held on MONDAY 13<sup>th</sup> May 2013, at 7.00pm**  
**At the CAUDWELL DAY CENTRE, GRAVEL LANE, DRAYTON**

**Signed:** *David E. Perrow*

**David Perrow** Clerk to the Parish Council

Email: [draytonclerk@yahoo.co.uk](mailto:draytonclerk@yahoo.co.uk)

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Tel (Mob.): 07909176061

**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 13<sup>th</sup> May 2013 at 19.00 in the CAUDWELL DAY CENTRE, GRAVEL LANE, Drayton, for the purpose of transacting the following business:

<b>Item nbr</b>	<b>AGENDA</b>	<b>Approx. timing</b>
<b>1</b>	<b>Apologies for absence</b> – To receive, and to resolve to accept, any apologies for absence	1 min
<b>2</b>	<b>Declarations of Interest</b> – To receive any Declarations of Interest, <b>and any Dispensations</b> from councillors received by the Clerk	1 min
<b>3</b>	<b>Minutes of the Meetings of 4<sup>th</sup> February 2013:</b> To approve and sign the Minutes of the previous Meeting	2 mins
<b>4</b>	<b>Grants</b> – To consider any grant applications received	2 mins
<b>5</b>	<b>Accounts 2012-13</b> – To receive and sign off the accounts for the previous year	5 mins
<b>6</b>	<b>Annual Return 2012-13</b> – To receive and recommend to the Council that the Annual Return for last year be accepted and signed	5 mins
	<b>Internal Auditor's Report 2012-13:</b> – To receive the Internal Auditor's Report	
<b>7</b>	<b>Insurance Cover 2013-14</b> – To consider the insurance renewal schedule	5 mins
<b>8</b>	<b>Personnel Matters</b> – To discuss any matters relating to employment of the Clerk	3 mins
<b>9</b>	<b>Items to be Noted from Members of the Committee</b>	2 mins
<b>10</b>	<b>The date of the next meeting</b> to be confirmed as Monday 2nd September 2012 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.	1 min