

**DRAYTON PARISH COUNCIL**

(<http://www.drayton-near-abingdon.org/drayton-parish-council/>)

**Notice is hereby given that a Meeting of Drayton Parish Council's  
FINANCE AND PERSONNEL COMMITTEE**

**will be held on MONDAY 11th November 2013, at 7.00pm  
at the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY**

Signed: *David E. Perrow*

Published: 5th November 2013

David Perrow Clerk to the Parish Council

Tel (Mob.): 07909176061 Email: draytonclerk@yahoo.co.uk

## AGENDA

Agenda items	Suggested timing
1 <b>Apologies for absence</b> – To receive, and to resolve to accept, any apologies for absence	1 min
2 <b>Declarations of Interest</b> – To receive any Declarations of Interest, whether Personal and/or Prejudicial to any proceedings at this meeting	1 min
3 <b>Minutes of the Meeting of 2<sup>nd</sup> September 2013:</b> To approve and sign the Minutes of the previous Meeting	3 mins
4 <b>Action Point Review:</b> to receive the Clerk's report on action points agreed at the last meeting	3 mins
5 <b>Budget and Account Analysis for period to end October 2013</b> – To receive and sign off the bank reconciliation for the first 7 months of 2013-14; to note spend against budget, and to make any necessary adjustments	5 min
6 <b>Risk Assessment 2012-13</b> (a) To scrutinise the risk assessment form for the current financial year, to make any amendments or recommendations for action, and to approve the final document for consideration by the Parish Council. (b) To consider the Annual Inspection of Assets Report	10 mins
7 <b>Grants</b> – To consider applications for grants: <ul style="list-style-type: none"> <li>• DAMASCUS (2014-15)</li> <li>• Drayton Village Hall (2013-14 &amp; 2014-15)</li> </ul>	5 min
8 <b>Draft Expenditure budget 2014-15:</b> To consider the budget drafted by the Clerk, and to agree a recommendation to the December 2013 Parish Council meeting (i) Administration budget (ii) Grants budget (iii) Committee budgets: - Burials & Allotments - Playgrounds/recreation - Public Amenities/Open Spaces - Rights of Way (iv) Projects budget – Drayton2020 implementation/Lockway playground? Etc.	20 min
9 <b>Draft Income budget for 2014-15:</b> (a) <b>Charges</b> - to review the present level of charges for allotments, burials etc and to make recommendations for any changes to the December 2013 meeting of the Parish Council (b) <b>Precept 2014-15:</b> To agree a level for the precept to recommend to the December 2012 Parish Council meeting	15 mins
10 <b>Personnel Matters:</b> to consider any Personnel matters	2 mins
11 <b>The date of the next meeting</b> to be confirmed as Monday 6 <sup>th</sup> January 2014 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton	1 min