

DRAYTON PARISH COUNCIL

Notice is hereby given that a Meeting of Drayton Parish Council's
FINANCE AND PERSONNEL COMMITTEE
will be held on **MONDAY 6th JANUARY 2014, at 7.00pm**
At the CAUDWELL DAY CENTRE, GRAVEL LANE, DRAYTON, OX14 4HY

Signed: *David E. Perrow*

Published: 31st December 2013

David Perrow Clerk to the Parish Council

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

AGENDA

To: Members of the Finance and Personnel Committee: You are hereby summoned to attend a meeting of Drayton Parish Council on Monday 6th January 2014 at 19.00 in the CAUDWELL DAY CENTRE, GRAVEL LANE, 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 Meeting of 11th November 2013: To approve and sign the Minutes of the previous Meeting	1 mins	
4 Action Point Review: to receive the Clerk's report on action points agreed at the last meeting	2 mins	
5 Budget and Account Analysis for period to end December 2013 – To receive and sign off the bank reconciliation for the first 9 months of 2013-14; to note spend against budget, and to make any necessary adjustments	10 mins	
6 Risk Assessment 2012-13 (a) To scrutinise the updated Risk Management Policy and Risk System document for the current financial year, to make any amendments and to adopt the revised document for approval by the Parish Council	10 min	
7 Grants: To consider any grant applications received	3 min	
8 Personnel Matters: to consider any Personnel matters	2 min	
9 The date of the next meeting to be confirmed as Monday 12 th May 2014 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton	1 min	
	Total Est. Finish Time	30 mins 7.30pm