

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 13th 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

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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 12th May 2014 at 19.00 in the CAUDWELL DAY CENTRE, GRAVEL LANE, Drayton, for the purpose of transacting the following business:

Item nbr	AGENDA	Approx. timing
1	Apologies for absence – To receive, and to resolve to accept, any apologies for absence	1 min
2	Declarations of Interest – To receive any Declarations of Interest, and any Dispensations from councillors received by the Clerk	1 min
3	Minutes of the Meetings of 4th January 2014: To approve and sign the Minutes of the previous Meeting	2 mins
4	Grants – To consider any grant applications received	2 mins
5	Accounts 2013-14 – To receive and sign off the accounts for the previous year	5 mins
6	Annual Return 2013-14 – To receive and recommend to the Council that the Annual Return for last year be accepted and signed	5 mins
7	Internal Auditor's Report 2013-14: – To receive the Internal Auditor's Initial Report	
8	Insurance Cover 2014-15 – To consider the insurance renewal schedule	5 mins
9	Personnel Matters – To discuss any matters relating to employment of the Clerk	3 mins
10	Items to be Noted from Members of the Committee	2 mins
11	The date of the next meeting to be confirmed as Monday 1 st September 2014 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.	1 min