



DRAYTON PARISH COUNCIL

Notice is hereby given that a Meeting of Drayton Parish Council's
FINANCE AND PERSONNEL COMMITTEE
 will be held on **MONDAY 2nd FEBRUARY 2015, at 7.00pm**
At the CAUDWELL DAY CENTRE, GRAVEL LANE, DRAYTON, OX14 4HY

Signed: *David E. Perrow*

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David Perrow Clerk to the Parish Council

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AGENDA

To: Members of the Finance and Personnel Committee: You are hereby summoned to attend a meeting of Drayton Parish Council on Monday 2nd February 2015 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 24th November 2014: 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 January 2015 – To receive and sign off the bank reconciliation for the first 10 months of 2014-15; to note spend against budget, and to make any necessary adjustments	10 mins
6	Risk Assessment System 2015-16 - To scrutinise the updated Risk Management Policy and Risk System document for the next financial year, to make any amendments and to adopt the document for approval by the Parish Council	5 mins
7	Financial Regulations- To scrutinise the updated Financial Regulations, to make any amendments and to adopt the document for approval by the Parish Council	5 mins
8	Grants: To consider any grant applications received	3 min
9	Personnel Matters: to consider any Personnel matters	2 min
10	The date of the next meeting to be confirmed as Monday 11 th May 2015 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton	
	Total Est. Finish Time	30 mins 7.30pm