

**DRAYTON PARISH COUNCIL**

**Notice of Meeting and Summons to attend**

**There will be a meeting of the Finance and Administration Committee of Drayton Parish Council  
on Thursday 30<sup>th</sup> July 2015 at 6.30 pm in  
The Pavilion at the King George Fifth Playing Field, Drayton High Road, Drayton NR8 6AW**

**MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND**

**AGENDA**

1. To receive and accept any apologies for absence
2. To receive Members' declarations of interest in agenda items
3. To approve and sign the minutes of the meeting held on 30<sup>th</sup> June 2015
4. To receive information on matters arising from the minutes not listed elsewhere on the Agenda
5. To adjourn the meeting to allow Members of the Public to speak
6. To authorise direct debit instructions and credit accounts
  - 6.1. Anglian Water – direct debit
  - 6.2. Tradepoint – credit account
7. To review the report from the Internal Auditor and make any recommendations to the Council
8. To approve payment of accounts
9. To sign the bank mandate
10. To receive any correspondence and agree action/response
11. To exchange information and note any items for referral to a future Agenda
12. To exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of the following item of business because of the confidential nature of the business to be discussed:
  - 12.1. To review a contract and quotations and agree any actions
13. To confirm the date of the next meeting

Signed: *Jackie Orford*

Mrs Jackie Orford  
Clerk to Drayton Parish Council

23<sup>rd</sup> July 2015