

**DRAYTON PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

Members of the Finance & General Purposes Committee are summoned to attend a meeting of the Committee to be held on **25<sup>th</sup> April 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend.

*Sarah Hawken*

Parish Clerk

Date of Issue: 18<sup>th</sup> April 2024

**AGENDA**

1. To receive apologies and consider acceptance for absence
2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation
3. To receive minutes of the meeting of the Finance & General Purposes Committee held on 21<sup>st</sup> March 2024 for approval **FGP1**
4. To receive any questions or comments from members of the public on matters on the agenda
5. To receive updates on Committee matters arising from previous meetings **FGP2**
6. To receive internal control check Q4 and consider recommendations for action **FGP3**
7. To appoint Committee member to undertake Internal Control Checks for Proper Bookkeeping **FGP4**
8. To consider list of regular payments, Direct Debits, Standing Orders and BACS for approval by Council **FGP5**
9. To review effectiveness of Internal Control **FGP6**
10. To review asset register for appropriateness and accuracy **FGP7**
11. To review insurance needs and make recommendations to Council **FGP8**
12. To note payment of £397.92 (excluding VAT) for Adobe Acrobat Pro Annual subscription **FGP9**
13. To note exchange of information
14. To note the date and time of the next meeting is scheduled to take place on Thursday 25<sup>th</sup> July at 7:00pm at King George V Pavilion

**Committee Members:** Cllrs. J. Anderson, A. Crotch, G. Everett (Chair), A. Taylor and S. White.