

WITHYHAM PARISH COUNCIL

To all Members of the **FINANCE and ADMINISTRATION** Committee
(with copies to all other Councillors for information).

You are summoned to attend a meeting of the **FINANCE and ADMINISTRATION** Committee to be held on **Monday 27th January 2020** at **7.30pm** at **The Old Station, Groombridge**, when it is proposed to transact the following business:-

Deborah Siddle, Parish Clerk
20.1.2020

Members of the public are encouraged to come to the meetings and there is a 10 minute opportunity for them to address the Committee.

Time will be set aside at the beginning of the meeting for representatives of all grant applications to address the Committee and to answer questions from Committee members.

- 1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES**
 - 4.1 Minutes of the meeting held on 16th December 2019
 - 4.2 Matters outstanding from these minutes
- 5. GRANTS** - To receive and agree grant applications
- 6. POLICIES AND PROCEDURES**
 - 6.1 Financial Regulations - emergency expenditure limits (Staff Committee & Audit)
 - 6.2 Scheme of Delegation – authorisation of expenditure (Staff Committee)
 - 6.3 Fees/Charges
 - 6.4 Pensions Discretions
 - 6.5 Investment Strategy
 - 6.6 Grants Policy
 - 6.7 Policy for Treatment of WPC Planning Applications
- 7. HEALTH & SAFETY**
 - 7.1 Fire Safety update
- 8. GROOMBRIDGE RECREATION GROUND LEASE**
- 9. ST JOHN'S READING ROOM LAND** – feedback on path request made by Preschool
- 10. QUOTES** - Blackham bus shelter
- 11. ACCOUNTS & FINANCE**
 - 11.1 To note expenditure against budget report to January 2020 (to be circulated prior to the meeting)
 - 11.2 To consider virements and journals required
 - 11.3 Three Year Budget
 - 11.4 Cashflow
- 12. CLERK/RESPONSIBLE FINANCIAL OFFICER'S REPORT**
- 13. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA** – to include Noticeboards (audit of positions and condition) and Wildflower verges (following Road Safety Committee)
- 14. DATE OF NEXT MEETING** – Monday 23rd March 2020 at 7.30pm at The Old Station, Groombridge