

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 23rd July 2018** at **7.30pm** at **The Old Station, Groombridge**, when it is proposed to transact the following business:-

Deborah Siddle, Parish Clerk
17.7.2018

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. CO-OPTION OF CLLR WINTER**
- 3. APOLOGIES**
- 4. DECLARATIONS OF INTEREST**
- 5. MINUTES**
 - 5.1 Minutes of the meeting held on 26th March 2018
 - 5.2 Matters outstanding from these minutes
- 6. GRANTS**
 - 6.1 To receive and agree grant applications
- 7. POLICIES AND PROCEDURES:**
 - 7.1 Data Protection Policy
- 8. HEALTH AND SAFETY**
 - 8.1 Play area inspection reports
- 9. ACCOUNTS & FINANCE**
 - 9.1 To note expenditure against budget report to July 2018 (to be circulated prior to the meeting)
 - 9.2 To consider virements and journals required
 - 9.3 To consider the 3 year budget 2018-21
 - 9.4 To consider cashflow to end 2018/19
 - 9.5 To agree updated bank mandate
 - 9.6 To consider savings accounts
 - 9.7 To agree quotes (to include damp proofing)
- 10. GDPR**
 - 10.1 To review GDPR costings to date and further commitments in 2018/19
- 11. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA**
- 12. DATE OF NEXT MEETINGS – 24th September 2018 at 7.30pm at The Old Station**