

## 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 25th March 2019 at 7.30pm** at **The Old Station, Groombridge**, when it is proposed to transact the following business:-

Deborah Siddle, Parish Clerk  
19.3.19

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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 28<sup>th</sup> January 2019
  - 4.2 Matters outstanding from these minutes
- 5. POLICIES AND PROCEDURES**
  - 5.1 Finance and Administration Terms of Reference
  - 5.2 Business Continuity policy
  - 5.3 Risk Management policy
- 6. GRANTS**
  - 6.1 To receive and agree grant applications
- 7. HEALTH & SAFETY**
  - 7.1 Fire Safety works
  - 7.2 Tree Inspections
- 8. POTENTIAL ASSETS OF COMMUNITY VALUE**
- 9. ACCOUNTS & FINANCE**
  - 9.1 To note expenditure against budget report to March 2019 (to be circulated prior to the meeting)
  - 9.2 To consider virements and journals required
  - 9.3 Streetlights - LED replacement schedule 2019/20
  - 9.4 Insurance renewal
  - 9.5 Quotes
- 10. CLERK/RESPONSIBLE FINANCIAL OFFICER'S REPORT**
- 11. PARISH OFFICE**
  - 11.1 *To consider whether to exclude the Press and Public from the meeting during consideration of the following item 11.2 pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the confidential nature of the business*
  - 11.2 Lease extension
  - 11.3 *To invite the public to return to the meeting if they were excluded for the previous item*
- 12. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA**
- 13. DATE OF NEXT MEETING – 28<sup>th</sup> May 2019 at 7.30pm at The Old Station, Groombridge**