

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 28th January 2019** at **7.30pm** at **The Old Station, Groombridge**, when it is proposed to transact the following business:-

Deborah Siddle, Parish Clerk
22.1.19

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 5th December 2018
 - 4.2 Matters outstanding from these minutes
- 5. POLICIES AND PROCEDURES -**
 - 5.1 Financial Regulations (alignment of contract tender limits)
 - 5.2 Payments Procedure
 - 5.3 Fees and Charges
- 6. GRANTS** To agree the application pack for grants in 2019/20
- 7. HEALTH & SAFETY**
 - 7.1 Risk assessments
 - 7.2 Reports instructed – legionella, fire safety, asbestos
- 8. GROOMBRIDGE RECREATION GROUND** To consider re-registering as an Asset of Community Value
- 9. PARISH OFFICE** To consider whether to enter discussions regarding extension of lease
- 10. ACCOUNTS & FINANCE**
 - 10.1 To note expenditure against budget report to January 2019 (to be circulated prior to the meeting)
 - 10.2 To consider virements and journals required
 - 10.3 Quotes – to include decorating, grass cutting, photocopying, purse bells
- 11. CLERK'S/ RESPONSIBLE FINANCIAL OFFICER'S REPORT**
- 12. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA**
- 13. DATE OF NEXT MEETING** – 25th March 2019 at 7.30pm at The Old Station, Groombridge