

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 18th September 2017** at **7.30pm** at **The Old Station, Groombridge**, when it is proposed to transact the following business:-

Deborah Siddle, Parish Clerk
11.9.2017

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. ELECTION OF VICE-CHAIRMAN**
- 3. APOLOGIES**
- 4. DECLARATIONS OF INTEREST**
- 5. MINUTES**
 - 5.1 Minutes of the meeting held on 22nd May 2017
 - 5.2 Matters outstanding from these minutes
- 6. GRANTS**
 - 6.1 To note grant recommendations made to September Council
 - 6.2 To receive grant applications and agree recommendations for October Council
 - 6.3 To review guidelines and criteria - grant policy and notice
- 7. POLICIES AND PROCEDURES:**
 - 7.1 Responsibilities for Grass, Verges, Hedges and Trees
 - 7.2 To note the need for the following policies/ updates: Disaster recovery, Data Protection, Pensions/discretions policy, Retention and destructions policy
- 8. HEALTH AND SAFETY**
 - 8.1 Groombridge annual play inspections- to consider report
 - 8.2 Health and Safety Policy and Risk Assessments update (policy to follow at future meeting)
- 9. QUALITY COUNCIL PROGRAMME**
- 10. ACCOUNTS & FINANCE**
 - 10.1 To note expenditure against budget report to Sep 2017 (to be circulated prior to the meeting)
 - 10.2 To consider virements and journals required
 - 10.3 To consider cashflow to year end 2017/18
 - 10.4 To consider the 3 year budget 2017-20
 - 10.5 To agree quotes (to include sashes, goal posts and oil filled radiators)
 - 10.6 To note the paper referencing Ear-marked Reserves to the Parish Plan
- 11. DAMP – INDEPENDENT REPORT**
- 12. COMMUNITY WARDEN**
- 13. WITHYHAM PARISH VOLUNTEERS – STORAGE FACILITY**
- 14. ADMINISTRATION**
 - 14.1 *To consider whether to exclude the Press and Public from the meeting during consideration of the following items 14.2 and 14.3 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*
 - 14.2 Parish Maintenance contract
 - 14.3 Clerks' overtime and annual leave provision
 - 14.4 *To invite the public to return to the meeting if they were excluded for the previous item*
- 15. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA**
- 16. DATE OF NEXT MEETINGS – 20th November 2017 at 7.30pm at The Old Station**