

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 20th November 2017** at **7.30pm** at **The Old Station, Groombridge**, when it is proposed to transact the following business:-

Deborah Siddle, Parish Clerk
14.11.2017

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. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES**
 - 4.1 Minutes of the meeting held on 18th September 2017
 - 4.2 Matters outstanding from these minutes
- 5. GRANTS**
 - 5.1 To receive grant applications and agree recommendations for December Council
- 6. POLICIES AND PROCEDURES:**
 - 6.1 Business Continuity Plan (Disaster recovery)
 - 6.2 Data Protection – GDPR work involved
 - 6.3 Pensions/discretions policy
 - 6.4 Retention and destructions policy
- 7. HEALTH AND SAFETY**
 - 7.1 Health and Safety Policy
 - 7.2 Risk Assessments update
 - 7.3 Grit bins report
- 8. ADMINISTRATION**
 - 8.1 Training Plan 2018/19
- 9. ACCOUNTS & FINANCE**
 - 9.1 To note expenditure against budget report to Nov 2017 (to be circulated prior to the meeting)
 - 9.2 To consider virements and journals required
 - 9.3 To consider cashflow to year end 2017/18
 - 9.4 To consider the 3 year budget 2017-20
 - 9.5 To agree quotes (to include Teasley Mead hedge)
 - 9.6 To consider the budget for 2018/19, and Precept required
 - 9.7 To consider the Ear-marked Reserves for 2018/19
 - 9.8 To appoint primary user for HSBC bank account
- 10. STORAGE FACILITY (WPV)**
- 11. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA**
- 12. DATE OF NEXT MEETINGS – 22nd January 2018 at 7.30pm at The Old Station**