

26th May 2016

NOTICE OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

Members of the Finance and Administration Committee are respectfully summoned to a meeting to be held on **Thursday 2nd June 2016 at 7.30pm at Roffey Millennium Hall, Horsham**, for the transaction of the business shown on the agenda below.

Pauline Whitehead BA (Hons) FILCM

Committee
Cllr P Burgess
Cllr N Butler
Cllr R Knight
Cllr S Torn
Cllr R Wilton
Cllr S Wilton

AGENDA

- 1. To elect a Chairman**
- 2. To elect a Vice Chairman**
- 3. Public Forum**
Members of the public are invited to put questions or draw relevant matters to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.
- 4. To accept apologies for absence**
- 5. To approve and sign the Minutes of the meeting of 25th February 2016.**
- 6. Chairman's Announcements**
- 7. To receive any Declarations of Interest from Members of the Committee**
- 8. To approve the latest Bank Reconciliation - at 31.3.2016**
- 9. To note the Council's VAT position at 31.3.2016**
- 10. Council Banking arrangements.**

- 11. Council's Information Technology arrangements**
- 12. Outstanding invoice.**
- 13. To consider applications for grants**
- 14. Date of next meeting – Thursday 21st July 2016 (scheduled)**