

Dear Councillor,

22nd May 2014

You are hereby summoned to attend a meeting of the Finance and Administration Committee on **Thursday 5th June 2014 at 7.30pm at Roffey Millennium Hall** for the transaction of the business shown on the agenda below.

Yours sincerely,

Sue Kemp – Parish Clerk

AGENDA

- 1. To elect a Committee Chairman for the forthcoming year**
- 2. To elect a Committee Vice Chairman for the forthcoming year**
- 3. To appoint Committee Members to the Internal Controls Working Group**
- 4. 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
- 5. To accept apologies for absence**
- 6. To approve and sign the Minutes of the meeting of 27th February 2014**
- 7. Chairman's Announcements**
 - (a) Letters of thanks received for grants
- 8. To receive any Declarations of Interest from Members of the Committee**
- 9. To note accounts at 31.3.2014 –**
 - (a) Committee and Council Budget monitoring – to 31.3.2014
 - (b) The Council's VAT position at 31.3.2014
 - (c) To consider a revised Budget Estimate in relation to the Personnel Committee
 - (d) The final accounts for the year ended 31st March 2014
- 10. To consider the Report of 19th May 2014 from the Internal Auditor**

- 11. To approve the latest Bank Reconciliation - at 30.4.2014**
- 12. To note the current Council Asset Register at May 2014**
- 13. To consider the updated Council's Financial Risk Assessment**
- 14. To consider new draft Financial Regulations**
- 15. To consider applications for grants**
- 16. Date of next meeting – Thursday 24th July 2014**