

Dear Councillor,

11<sup>th</sup> December 2015

You are hereby summoned to attend a meeting of the Finance and Administration Committee on **Thursday 17<sup>th</sup> December 2015 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. 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
- 2. To accept apologies for absence**
- 3. To approve and sign the Minutes of the meeting of 22<sup>nd</sup> October 2015**
- 4. Chairman's Announcements, to include**  
(a) To note receipt of letters of thanks for grants received
- 5. To receive any Declarations of Interest from Members of the Committee**
- 6. To note receipt of the Committee and Council Budget 2016/2017 (second draft)**
- 7. To approve the latest Bank Reconciliation - at 30.11.2015**
- 8. To note the Council's VAT position at 30.11.2014**
- 9. To consider applications for grants**
- 10. Date of next meeting – Thursday 25<sup>th</sup> February 2016 (scheduled)**