

Dear Councillor,

10<sup>th</sup> December 2014

You are hereby summoned to attend a meeting of the Finance and Administration Committee on **Thursday 18<sup>th</sup> December 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. 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 23<sup>rd</sup> October 2014**
- 4. Chairman's Announcements**
- 5. To receive any Declarations of Interest from Members of the Committee**
- 6. To consider Committee and Council Budgets 2015/2016 – second draft**
- 7. To consider membership of the Sussex and Surrey Association of Local Councils**
- 8. To discuss the ongoing grant provision to Horsham Matters for Youth work**
- 9. To consider the Council's Banking arrangements**
- 10. To consider the Report of the Council's Internal Auditor**
- 11. To approve the latest Bank Reconciliation - at 28.11.2014**
- 12. To note the Council's VAT position at 30.11.2014**
- 13. To consider applications for grants – to include a Report from the Roffey Friendship Club**
- 14. Date of next meeting – Thursday 26<sup>th</sup> February 2015**