

Dear Councillor,

16th October 2015

You are hereby summoned to attend a meeting of the Finance and Administration Committee on **Thursday 22nd October 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 23rd July 2015

4. Chairman's Announcements, to include

(a) To note receipt of the Annual Return for 2014/2015, following external audit

5. To receive any Declarations of Interest from Members of the Committee

6. To note Committee and Council Budget monitoring – to 30.9.2015

7. To note receipt of the Committee and Council Budget 2016/2017 (first draft)

7. To approve the latest Bank Reconciliation - at 30.9.2015

8. To note the Council's VAT position at 30.9.2014

9. To consider applications for grants

10. Date of next meeting – Thursday 17th December 2015 (scheduled)

11. Exclusion of the Press and Public

To consider whether to exclude the Press and Public from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information

12. To consider matters relating to individual Community Venue users