

Dear Councillor,

16th July 2015

You are hereby summoned to attend a meeting of the Finance and Administration Committee on **Thursday 23rd July 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 4th June 2015**
- 4. Chairman's Announcements, to include**
 - (a) Letters of thanks received
- 5. To receive any Declarations of Interest from Members of the Committee**
- 6. To note Committee and Council Budget monitoring – to 30.6.2015**
- 7. To approve the latest Bank Reconciliation - at 30.6.2015**
- 8. To note the Council's VAT position at 30.6.2014**
- 9. To consider the process for on-line banking**
- 10. Council Assets –**
To consider arrangements for the display of the Council Asset Register for the Council Website
- 11. To consider applications for grants**
- 12. Date of next meeting – Thursday 22nd October 2015 (scheduled)**