

Dear Councillor,

20<sup>th</sup> February 2014

You are hereby summoned to attend a meeting of the Finance and Administration Committee on **Thursday 27<sup>th</sup> February 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 19<sup>th</sup> December 2013**
  - 4. Chairman's Announcements**
  - 5. To receive any Declarations of Interest from Members of the Committee**
  - 6. To note Committee and Council Budget Monitoring – to 31.12.2013**
  - 7. To approve the latest Bank Reconciliation - at 31.1.2014**
  - 8. To note the Council's VAT position at 31.1.2014**
  - 9. To consider applications for Grants and donations to –**
    - (a) 1<sup>st</sup> Roffey Scouts
    - (b) Age UK Horsham District
    - (c) Manor Theatre Group
    - (d) Horsham in Bloom
  - 10. To review the disbursement of the Council's Bank Reserves**
  - 11. Date of next meeting – Thursday 5<sup>th</sup> June 2014**
- To: Councillors - Mr P. Burgess, Mr N. Butler, Mr G. Porter, Mr T. Rickett, Mr S. Torn, Mr R. Wilton and Mrs S. Wilton**

All other Councillors for information only