

DITTON PARISH COUNCIL

NOTICE is hereby given of a **MEETING** of the **FINANCE AND ADMINISTRATION COMMITTEE**, to be held in the **COUNCIL CHAMBER** at **DITTON COMMUNITY CENTRE** on **MONDAY 27th MARCH 2006** at **7.30pm**.

Ditton Parish Council
Parish Council Office
Ditton Community Centre
Kilnbarn Road
Ditton
AYLESFORD
Kent ME20 6QR

(Mrs) Sue Kavanagh
Clerk of the Council

Tel: 01732 844749

21st March 2006

A G E N D A

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTEREST**
4. **FINANCE**
 - (a) Financial Analysis - copy herewith
 - (b) Profit & Loss 3rd Quarter + Comparison - copy herewith
 - (c) Donations - Requests received since 1st April 2005 - For Decision
 - (d) Investment - Progress of working party recommendations
 - (e) Clerk's Office Refurbishment - Quotations, if available
 - (f) Smoke Detectors - Quotation
5. **RISK ASSESSMENT REVIEW** - Working Party recommendation.
6. **PHIL DANDO BIG BAND - COSTS FOR VALENTINE DANCE 2007**
7. **REFURBISHMENT & CLEANING OF PARISH NOTICEBOARDS** - Requested by Cllr. Day
8. **CLOSURE**

N.B: All Meetings of the Council are open to the public and include an adjournment of 15 minutes at approximately 8.30pm to permit members of the public to raise any items for the Council's attention.