

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 22nd MAY 2006 at 7.30pm

Ditton Community Centre
Kilbarn Road
Ditton
AYLESFORD
Kent ME20 6QR

Sue Kavanagh
Clerk of the Council

Tel: 01732 844749

16th May 2006

A G E N D A

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATIONS OF INTERESTS**
4. **FINANCE**
 - (a) Financial Analysis - EOY Outturn - Copy herewith
 - (b) Profit & Loss
 - [i] FINAL QUARTER - Copy herewith
 - [ii] COMPARISON - Copy herewith
5. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**
 - (a) Review of Standing Orders & Terms Of Reference
6. **DATA PROTECTION ACT 1998**
 - (a) Data Protection Policy - Clerk's Draft Suggestion Herewith
 - (b) Data Protection Procedures - Clerk's Draft Suggestion Herewith
 - (c) Data Protection Audit Procedures - Clerk's Draft Suggestion Herewith
7. **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 , however, because of the confidential nature of the some of the items on this Agenda parts of this meeting will exclude the Press and Public in accordance with Standing Orders 27 & 50.

