

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 23rd MAY 2005 at 7.30pm

Ditton Community Centre
Kilbarn Road
Ditton
AYLESFORD
Kent ME20 6QR

Sue Kavanagh
Clerk of the Council

Tel: 01732 844749

17th May 2005

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

(c) Accrued [Earmarked] Funds as at 1st May 2005 - Copy herewith

(d) Five Year Expenditure Plan

(e) VAT Partial Exemption

Communication from HM Revenue & Customs, copy herewith

5. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**

(a) Web Site [Page 330, Item 602

Current situation

6. **DISASTER RECOVERY** - Progress

7. **REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE**

8. **FIREPROOF STORAGE**

Details of costs of secure storage for legal documents, deeds, minute books etc.

9. **VEHICLE LEASING THROUGH KCC**

Details of costs of a suitable replacement for the parish vehicle

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In view of the confidential nature of the following business the Chairman to move that the press and public be excluded from this part of the meeting in accordance with Standing Orders 27 & 50.

10. **LAND AT BELL LANE** - Current Situation

11. **EX CLEANER/CARETAKER** - Current situation

12. **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,