

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 28TH NOVEMBER 2005

Ditton Community Centre
Kilbarn Road,
Ditton
Aylesford
Kent ME20 6AH

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Mrs Sue Kavanagh
Clerk of the Council

22nd November 2005

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **FINANCIAL INFORMATION**
 - (a) **Financial Analysis**
 - (b) **Profit & Loss for all Committees 1st April 2005 - 30th September 2005**
 - (c) **Accrued Funds as at 30th October 2005**
 - (d) **VAT Partial Exemption F/Y 2004/2005** - copy herewith
 - (e) **Five Year Plan**
5. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**
 - (a) **Disaster Recovery Plan** - Notes of Working Party Meeting held 18th November
 - (b) **Review of Standing Orders & Committee Terms of Reference**
6. **REVIEW OF RISK ASSESSMENTS**
7. **LAND AT BELL LANE**
8. **ESTIMATES FOR FINANCIAL YEAR 2006/2007** - Draft Suggestions herewith

9. CLOSURE

TO BE FOLLOWED IMMEDIATELY BY AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE

NOTICE IS HEREBY GIVEN OF AN **EXTRAORDINARY MEETING** OF THE PERSONNEL COMMITTEE TO BE HELD IMMEDIATELY FOLLOWING A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE ON 28TH NOVEMBER 2005

A G E N D A

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
4. **JOB EVALUATION** - Information, herewith
5. **CONTRACT CONFIRMATION** - Mandy Davis
6. **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, in accordance with Standing Orders 27 & 50, parts of this meeting will exclude the Press and Public.

