

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 FEBRUARY 2010 AT 7.30PM.

Ditton Parish Council
Parish Council Office
Ditton Community Centre
Kilbarn Road
Ditton
AYLESFORD
Kent ME20 6AH

(Mrs) Sue Kavanagh
Clerk of the Council

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16th February 2010

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) Income and Expenditure 3rd Quarter and Comparison
 - (c) Bank Reconciliations – for approval & Signing
 - (d) Investment Report, if available.

5. **REVIEWS**
 - (a) Standing Orders - Copies of Current and new Model Standing Orders, herewith
 - (b) Financial Regulations – Copy herewith
 - (c) Investment Strategy for 2010/2011 - Copy herewith
 - (d) Assets Register – Copy herewith
 - (e) Committee Terms of Reference – Copy herewith
 - (f) Risk Identification and Management – Copy herewith

6. **SAFETY SURFACES, KILNBARN ROAD RECREATION GROUND**

Request for funding approval

7. **HEALTH & SAFETY MEASURES DURING ADVERSE WEATHER CONDITIONS**

Insurance Advice, copy herewith

8. **CLOSURE**

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