

## 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 28<sup>th</sup> JUNE 2010 AT 7.30PM**

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton, AYLESFORD  
Kent ME20 6AH

Sue Kavanagh  
Clerk of the Council  
22<sup>nd</sup> June 2010

Tel: 01732 844749  
Email: [clerk@dittonparishcouncil.gov.uk](mailto:clerk@dittonparishcouncil.gov.uk)  
Website: [www.dittonparishcouncil.gov.uk](http://www.dittonparishcouncil.gov.uk)

### **A G E N D A**

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **ELECTION OF VICE-CHAIR**
4. **DECLARATIONS OF MEMBERS' INTERESTS**
5. **FINANCIAL INFORMATION**
  - (a) Financial Analysis
    - (i) EOY 2009/2010 & Explanation of Significant Variances in budgets - *copy herewith*
    - (ii) April/May 2010 - *copy herewith*
  - (b) Investment
    - (i) Report On Current Situation – if available
    - (ii) Notification of Financial Services Compensation Scheme ("FSCS") – *copy herewith*
  - (c) Cheque Signatories and Electronic Payments – *Information herewith*
6. **REVIEWS REQUIRED**
  - (a) Standing Orders - *draft proposals previously circulated to Committee Members (Please let me know if you require another copy)*
7. **DRAFT MEDIA POLICY** – *copy herewith*



8. **EMERGENCY PLAN**

(a) Progress to date – *draft copies herewith*

9. **DITTON YOUTH CLUB LEASE**

10. **PHOTOCOPIER & PRINTERS** – *Proposals to reduce costs herewith*

11. **DITTON GAZETTE** - *Style of future editions*

12. **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, however, due to the confidential nature of some of the items of business parts of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.