

## 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> JULY 2008 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> July 2007

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### **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 2007/2008 - copy herewith
    - (ii) April to June 2008 - copy herewith
  - (b) Budget Management (Profit & Loss) 1<sup>st</sup> April 2007 – 31<sup>st</sup> March 2008 & Seven Year Comparison - copy herewith
  - (c) Investment
    - (i) DATE OF MEETING WITH CURRENT PORTFOLIO MANAGER
    - (ii) TO CONSIDER CHANGE OF INVESTMENT PORTFOLIO MANAGEMENT
6. **COMMUNITY DAY WORKING PARTY**
  - (a) Draft Terms of Reference – copy herewith
  - (b) Decision on Date of First Meeting?
7. **ACCOUNTING SOFTWARE TRAINING – DCK BEAVERS**

8. **REVIEWS REQUIRED**

- (a) Disaster Recovery Plan - copy of current plan herewith.
- (b) Standing Orders (if new model is available)
- (c) Financial Regulations - copy herewith

9. **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.