

## 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 24<sup>th</sup> NOVEMBER 2008 at 7.30pm.

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

Mrs Sue Kavanagh  
Clerk of the Council

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18<sup>th</sup> November 2008

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **FINANCIAL INFORMATION**
  - (a) Financial Analysis - copy herewith
  - (b) Budget Management 2<sup>nd</sup> Quarter (Profit & Loss): 1<sup>st</sup> April 2007 – 30<sup>th</sup> September 2007 & Comparison with Previous Years - copies herewith
  - (c) Five Year Plan – copy herewith
  - (d) Investment Update
  - (e) Invoicing on RBS Omega – Information from Community Centre Admin Staff, herewith
5. **INTERNAL AUDIT – TERMS OF REFERENCE** – Clerk's draft herewith
6. **FREEDOM OF INFORMATION ACT - NEW MODEL PUBLICATION SCHEME**
  - (a) Details of New Model Publication Scheme – copy herewith
  - (b) Guide to Information available under the Scheme – Clerk's suggestions re. availability, copy herewith
7. **CORRESPONDENCE**

RBS Software Solutions: Price Structure Changes for April 2009 – copy herewith
8. **TONBRIDGE & MALLING BOROUGH COUNCIL'S PARISH CHARTER** – copy herewith

9. **ESTIMATES FOR FINANCIAL YEAR 2009/2010** – Draft Suggestions herewith

10. **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.