

## 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 26<sup>TH</sup> NOVEMBER 2007

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

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

Mrs Sue Kavanagh  
Clerk of the Council

20th November 2007

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: 1<sup>st</sup> April 2007 - 30<sup>th</sup> September 2007 & Comparison with Previous Years** - copies herewith
  - (c) **Bar Finance** - Communication from Internal Auditor
  - (d) **Five Year Plan** - copy herewith
  - (e) **Investment**
  - (f) **Firework Evening - Balance Sheet** - Copy herewith
5. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**
  - (a) **Risk Assessments** [Page 155, item 283] - Cllrs. review report, if available.
  - (b) **Accounts - Provision of Additional Information** [Page 154, item 280(c)] - Further information from Cllr. Nunn, if available.
6. **ESTIMATES FOR FINANCIAL YEAR 2008/2009** - Draft Suggestions herewith
7. **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.