

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

21st July 2008

To Members of the Finance and Administration Committee

The next meeting of the Finance and Administration Committee will be held at the above address on Monday 28 July 2008 at 7:45 PM when your presence is summonsed for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins
Clerk to the Council

AGENDA

1. **Apologies for Absence**
To receive and accept apologies for absence
 2. **Declarations of Interest**
To accept declarations of interest on items detailed on the agenda
 3. **To confirm the Minutes of the previous meeting**
To accept and sign the minutes of the meeting held on 28th April 2008 (previously circulated).
 4. **Vice Chairman**
To elect a Vice Chairman for this committee for the coming council year.
 4. **Risk Assessments**
To consider the Financial and Business Risk Assessment.
 5. **Grants**
To consider grant applications from:
 - St Lawrence Church *
 - Bedmond Sports and Social Club *
 - The Monday Club *
 - Bedmond WI (£250)
- * See update reports from the Clerk, original papers circulated in April.
6. **Budget Monitoring Report**
To discuss the major variances shown in the Q1 Budget Monitoring Report.
 7. **Review the Effectiveness of Internal Audit**
To consider "Reviewing the Effectiveness of Internal Audit".
 8. **Banking Arrangements**
To receive an update from the Finance Officer on the amended bank mandate, the introduction of debit and credit card transactions and a recent meeting with our bankers.

Abbots Langley Parish Council

9. IT Infrastructure

To receive an update from the Clerk