

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

22nd October 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 27th October 2008 at 7:30 pm when your presence is summoned 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 July 2008 (previously circulated).
4. **Budget 2009/2010**
To consider the first draft budget for 2009/2010.
To review quarterly P&L, Balance Sheet & Cash reports.
5. **Grants**
To consider grant applications from:
Bedmond Sports and Social Club (£2,000)
(Note the papers supporting this application were circulated for the July meeting of this committee)
7. **Internal Audit**
To consider the report from our Internal Auditor. (2007-2008 Final)
8. **Clerks Report**
To consider the matters raised in the Clerk's report.
 - Lloyds TSB
 - Cheque Signatories
 - Cash Management
 - Weekly Paid Staff
 - Data Protection