

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

17th November 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 24th November 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 confirm and sign the minutes of the meeting held on 27th October 2008.
4. **Matters referred from Parish Council**
To consider any matters referred from Parish Council.
5. **Policies**
To consider the Clerk's report and adopt if approved the following policies.
 - Freedom of Information
 - Data Protection
 - Document Retention
6. **External Audit**
To consider the External Audit Report for 2007/2008 and the related Clerk's report.
7. **Grants**
To receive an update from the Finance Officer on grant applications for 2009/2010.
8. **Credit and Debit Card Processing**
To receive a report from the Clerk and Finance Officer.
9. **Budget 2009/2010**
To review progress on production of the 2009/2010 budget.

(Note: Refer to budget pack circulated for November Parish Council Meeting, if there are substantial changes following the Leisure Committee meeting on 19th November the Clerk will circulate an update.)