

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

21st July 2009

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 July 2009 at 7:30pm 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 20th April 2009 (previously circulated).
4. **RAFA**
To consider the outcome of the discussion with RAFA and the status of bookings from January 2010. *(See Clerk's report item 2, correspondence with RAFA and financial analysis.)*
5. **Risk Assessments**
To consider the Financial and Business Risk Assessment.
6. **Internal Audit**
 - i To consider the report from the internal auditor.
 - ii To review the effectiveness of internal audit. *(See Clerk's report item 1.)*
7. **Grants**
To consider grant applications from:
Langleybury Cricket Club (£800).
8. **Budget Monitoring Report**
To consider the Q1/2009 Budget Monitoring Report.
To consider the year end balance on a/c 5180. *(See Clerk's report item 3.)*
9. **Terms of Reference**
To consider this committee's terms of reference.