

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

15th October 2013.

To Members of the Finance and Administration Committee

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 21st October 2013 at 6:00 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 receive declarations of interest in items on the agenda.
3. **Public Participation**  
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **To confirm the Minutes of the Meeting held on 22<sup>nd</sup> July 2013 (previously circulated).**
5. **External & Internal Audit**
  - a. To consider the first interim report for 2013-2014 from the internal auditor. (See Clerk's report item 1 and enclosed audit report.)
  - b. To consider the report of the external auditor for 2012-2013. (See Clerk's report item 2 and enclosed audit report.)
6. **Budget 2014-2015**  
To consider the budget for 2014-2015 and actual spend for the half year to end September 2013. (See Clerk's report item 3.)
7. **Meetings Days**  
Referred from the Parish Council (min 147.)  
To consider an alternate meeting day for this committee. (See Clerk's report item 4.)
8. **Clerk's Report**  
To consider items on the Clerk's report not covered elsewhere on the agenda.

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