

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

22nd November 2016.

To Members of the Finance and Administration Committee

Councillors Sara Bedford, Lyn Ferguson, Brenda Kersey (Chairman), Alex Michaels, Jane Lay, & Hitesh Tailor.

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 24th November 2016 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 24th October 2016 (previously circulated).**
5. **Budget 2017-2018**
To consider the current revision of the budget. (See Clerk's report item 1 and budget v4 enclosed)
6. **Parish Council Office Refurbishment**
To consider the scope and costs of additional works. (See Clerk's report item 2.)

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