

Shedfield Parish Council

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

NOTICE OF FINANCE AND ADMINISTRATION COMMITTEE MEETING

Monday 11th August 2008 AT 7.30 PM

AT THE PAVILION SHEDFIELD

AGENDA

- 1) Apologies for absence**
- 2) To receive update and confirm minutes of the meeting held on 20 May 2008**
- 3) Meeting adjourned for public participation.**
- 4) Meeting resumed.**
- 5) To consider Internal Audit quotation.**
- 6) To receive balances and reconciliations**
- 7) Charity Accounts**
- 8) Administration**
 - (i) Copier**

The next finance meeting is 17 November 2008

**The following motion may be moved if considered necessary:-
'In view of the confidential or special nature of the business about to be transacted it is advisable in the public interest for the public and press to be temporarily excluded and they are instructed to withdraw'.**