

Shedfield Parish Council

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

NOTICE OF FINANCE AND ADMINISTRATION COMMITTEE MEETING

Tuesday 20 MAY 2008 AT 7.30 PM

AT THE PAVILION SHEDFIELD

AGENDA

- 1) Election of Chair and Vice Chair**
- 2) To receive update and confirm minutes of the meeting held on 11 February 2008**
- 3) Meeting adjourned for public participation.**
- 4) Meeting resumed.**
- 5) Review and progress of Audit and Year End**
- 6) New Bank Accounts for 2 Charity Accounts**
- 7) Administration**
 - (i) Computers and Equipment for meetings**
 - (ii) To consider Colour Copier quote**
 - (iii) To review current insurance cover and consider new options.**

The next finance meeting is 11 August 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'.**