

Shedfield Parish Council

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

NOTICE OF FINANCE AND ADMINISTRATION COMMITTEE MEETING TO BE HELD ON MONDAY 30 MARCH 2009 AT 7.30 PM AT THE PAVILION SHEDFIELD

AGENDA

- 1) Apologies for absence.
- 2) To confirm minutes of the meeting held on 17TH November 2008.
- 3) Meeting adjourned for public participation.
- 4) Meeting resumed.
- 5) Response to public participation.
- 6) 2008/09 Internal and External Audit - Annual Return
- 7) To consider 137 requests
- 8) Administration
 - (i) Revised pay scales
 - (ii) Photocopier comparisons
 - (iii) Cleaning
 - (iv) Pavilion Opening
- 9) Banking

The next finance meeting is 8 June 2009

**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'.**