

ASH PARISH COUNCIL

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17 January 2017

To: The Chairman and Members of the Finance and Administration Committee.

Chairman: Cllr Paul Spooner
Vice Chairman: Cllr Laurence Armes
Cllr Nigel Manning
Cllr Bill Cole
Cllr Mrs Jo Randall
Cllr Mrs Pat Scott

Substitutes: Cllr Martin Burgess
Cllr John Tonks

Councillors are hereby summoned and members of the public are invited and have the right to attend the Finance and Administration Committee meeting to be held at the Ash Centre, Ash Hill Road, Ash on Monday 23 January 2017 commencing at **7:00pm or following the close of the Planning Committee meeting, if this is later.**



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AGENDA

Photographing, recording and broadcasting or transmitting by social media of any kind, is now allowed during the proceedings of the public session of the Council meeting or its Committee's meetings, providing there is no disruption to Council meeting procedures in relation to this initiative. Any recording must cease if the Council resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. Recording equipment may not be left in the meeting room where the confidential session is being held.

- 1. To accept Apologies for Absence.**
- 2. To receive Declarations of Interest.**

3. Confirmation of the Minutes.

To confirm the minutes of the previous Finance and Administration Committee Meeting held on Monday 28 November 2016. These minutes have been before the full Council by which they were duly approved and adopted.

4. Adjournment.

To give consideration to adjourning the meeting for a maximum period of ten minutes to enable members of the public to raise questions, in respect of the business on the agenda. (Standing Order 3e)

5. Monthly Accounts 2016/17

Members to consider and agree the Council's accounts and budgetary review as at 30 November 2016 (month 8) and 31 December 2016 (month 9)

6. Bank Reconciliation.

Members to consider and agree bank reconciliations as at 30 November 2016 (month 7) and 31 December 2016 (month 9)

7. CCLA – Local Authorities Property Fund

Members to note information received in respect of the Local Authorities Property Fund to 31 December 2016.

8. HMRC PAYE

Members to consider a request from HMRC for the monthly payment of PAYE to be made electronically. The payment is currently made by cheque.

9. Independent Health and Safety Risk Assessment.

Member to consider an update of the recommended action plan following the Independent Health and Safety Risk Assessment.

10. Ash Centre – Hand Dryers

Members to consider a report regarding a suggested upgrade of the hand dryers within the toilet facilities at the Ash Centre.

11. Ash Centre Sound System

Members to consider a report in respect of an upgrade to the sound system at the Ash Centre

12. Correspondence**13. Date of next meeting**

The date of the next meeting is Monday 27 February 2017 commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.