

# HERTFORD HEATH PARISH COUNCIL

21<sup>st</sup> May 2017

**To: Cllrs Bonner, Cox, Fogden, Hole, Sleet**

You are summoned to attend the following meeting:

## **FINANCE & ADMIN COMMITTEE**

To be held on

**THURSDAY 25<sup>th</sup> MAY 2017 AT 10.00AM**

**IN THE MISSION ROOM, VICARAGE CAUSEWAY**

Members of the public and press are invited to attend this meeting.

Persons wishing to record the meeting are requested to inform the Clerk so that suitable arrangements can be made.

Cally Agate

Clerk to Hertford Heath Parish Council

*To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.*

## **AGENDA**

- 2017.20** To elect a Chairman for the committee for the year 2017/18
- 2017.21** Public question time *limited to 30 minutes*
- 2017.22** To receive and accept apologies for absence
- 2017.23** Declaration of members' interests and dispensations:
  - a)** To receive declarations of interest from councillors on items on the agenda
  - b)** To receive written requests for dispensations for declarable interests; and
  - c)** To grant any requests for dispensation as appropriate
- 2017.24** Approve the minutes of the committee meeting held on 24<sup>th</sup> February 2017
- 2017.25** Business remaining from or arising out of the minutes of the last committee meeting
  - a)** To decide on use of external payroll contractors
  - b)** To receive update on bank account switch
  - c)** To receive update on Village Action Plan Works

- 2017.26** Matters arising since last meeting
- a)** To decide on actions to be taken to clear overgrown allotments
  - b)** To agree amended rules for the allotments
  - c)** To consider and agree quotes received for annual insurance
- 2017.27** To suggest agenda items for the next meeting of the committee