

Kempsey Parish Council

Mrs. S Baxter
Clerk and Financial Officer

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**To all Members of The
Finance & General Purposes Committee**

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Dear Councillor,

FINANCE & GENERAL PURPOSES COMMITTEE

You are summoned to attend a meeting of the Finance & General Purposes Committee
on Monday 5th March 2012 at 7.30pm at Kempsey Community Centre
to transact the business listed on the agenda indicated below.

Members of the public are invited to give their views and question the Committee on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman during the Open Forum. Members of the public may not take part in the discussions during the meeting.

S BAXTER
Clerk & Responsible Finance Officer
29th February 2012

FINANCE & GENERAL PURPOSES COMMITTEE

Monday 5th March 2012 at 7.30pm

AGENDA

1. Apologies for Absence
2. Declaration of Interest – Personal & Prejudicial
3. Open Forum
4. Minutes : To approve the following minutes of
 - Wednesday 4th January 2012
 - Monday 6th February 2012
5. Banking
 1. Update on banking arrangements
 2. Access to up to date bank balances for each Council meeting
6. Budget Performance data for Council meetings
7. Pavilion Caretaker – Contract of Employment & Timesheet update
8. VAT on utility bills – progress
9. Progress on utility bills for Community Centre tenants
10. Annual Parish Meeting – Format, Publicity and Guest Speaker
11. Control of tenders/quotations and contracts
12. Risk Assessment Update
13. Upgrading/replacing Office Computer Equipment & Photocopier – To discuss quotations
14. Parish Website – Update & Discuss

Sharon Baxter

Clerk

29th February 2012