

Mundesley-on-Sea Parish Council

8 September 2016

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee** to be held on **Wednesday 14 September 2016** in the **Coronation Hall, Mundesley** at 7:00pm.

Yours faithfully

Mrs J White – Clerk
Email: mundesleypcclerk@gmail.com

AGENDA

01 APOLOGIES FOR ABSENCE

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

03 MINUTES OF THE PREVIOUS MEETING

To sign the Minutes from the F&GP Meeting held on 13 July 2016 as agreed at the Full Council Meeting held on 18 July 2016.

04 FINANCE

- 4.1 To consider and agree invoices for July and August 2016
- 4.2 To consider and agree setting up Utility Companies on Direct Debit
- 4.3 To consider and agree the appointment of an Internal Auditor

05 CORRESPONDENCE

To consider any correspondence and agree action

06 TO REPORT ANY OTHER BUSINESS

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the council

07 PUBLIC PARTICIPATION TIME

To resolve that the meeting be closed for a maximum of 15 minutes to allow public participation (3 minutes per person)

Note that only items in the Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.

08 DATE OF NEXT MEETING

To confirm the next meeting of this Committee will take place on Wednesday 19 October 2016 at 7:00pm in Coronation Hall, Mundesley

DISTRIBUTION TO ALL MEMBERS