

## **CAPEL PARISH COUNCIL**

Capel Village Hall  
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Email:finance@capelpc.co.uk

**TO:** Cllr Anthony (chairman), Cllr Fenton, Cllr Mackonchie, Cllr Patterson, Cllr Saunders, Cllr Sawyer,

**ALL COUNCILLORS ARE HEREBY SUMMONED to attend the Finance & Resources Committee Meeting of CAPEL PARISH COUNCIL to be held in Arnold Cooke Hall, Tudeley, at 7.30pm on 4 MARCH 2019** when it is proposed to transact the business shown on the agenda below.

The meeting will be open to press and public.

### **FINANCE AND REOURCES COMMITTEE AGENDA**

| Agenda No | Minute No |  | Action By: |
|-----------|-----------|--|------------|
| 1.        |           | <b>ADMINISTRATION</b> - Fire Exits, Sign in Sheets, Assembly Point, Mobile Phones.   |            |
| 2.        | 277       | <b>APOLOGIES FOR ABSENCE</b> – to receive and accept apologies for absence   |            |
| 3.        | 278       | <b>COUNCILLOR DECLARATIONS</b> – To receive any declarations of personal or prejudicial interest   |            |
| 4.        | 279       | <b>MINUTES OF FINANCE AND RESOURCES COMMITTEE held on 14 JANUARY 2019</b> – To consider the Minutes and if in order to authorise the Chairman to sign as a true and accurate record. |            |
| 5.        | 280       | <b>MATTERS ARISING FROM LAST MINUTES</b>   |            |
| 6.        | 281       | <b>FINANCIAL MATTERS</b><br>6.1 Bank Reconciliation (page 3)<br>6.2 Income/Expenditure reports (previously sent)<br>6.3. Budget update for 2018/19<br>6.4. Website quotes            |            |
| 7.        | 282       | <b>DATE OF NEXT MEETING</b>  |            |

*Michelle Rumble*  
Responsible Financial Officer

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