



HALLING PARISH COUNCIL

The Community Centre, High Street, Lower Halling, Rochester, Kent ME2 1BS

Clerk: Bill Swan

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Asst to Clerk: Trudi Smith

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I hereby give notice of the Finance Committee of Halling Parish Council to be held at the Jubilee Hall on Wednesday 6th January 2016 at 7.30 pm.

A handwritten signature in black ink, appearing to read 'Bill Swan', is positioned above the title 'Clerk'.

30th December 2015

Clerk

Agenda

1 Apologies for absence.

2 Elect vice chair of committee.

3 Agree terms of reference for approval at full council meeting.

4 Review Financial regulations and agree amendments (if any) for approval at full council meeting.

5 Review Standing Orders with regards to financial matters and agree amendments (if any) for approval at full council meeting.

6 Agree deadline for budget requests by relevant committees/portfolio holders for approval at full council meeting.

7 Agree next meeting date for finance committee.