

Longdon Parish Council

Including Longdon, Longdon Green, Upper Longdon & Gentleshaw



Administration Committee

May 2018

To: Members of Administration Committee, you are hereby summoned to attend a meeting of the Administration Committee on **23 May 2018 at 11am at WI Hall, Longdon** Where the following business will be transacted:

Committee Membership: Mrs G Duckett, B Butler, J Watkins-Smythe and C Webb
cc: *Other members of Council for information*

AGENDA

- 01 Apologies for absence**
- 02 Declarations of Interest**
- 03 Public Participation**
- 04 Minutes:** To confirm as a correct record the Minutes of the Finance and General Purposes Committee Meeting held on 9 October 2018.
- 05 Matters Arising on the Minutes** (items not otherwise on the agenda)
- 06 Internal and External Audits**
- 07 Risk Assessment and Asset Register review and ratification.**
- 08 Standing Orders and Financial Procedures review and ratification.**
- 09 General Data Protection Regulation**
- 10 Budgets and Banking**
- 11 Insurance Policy Review**
- 13 Allocation of Funds to Environment Committee**
- 14 Items for Future Meetings:** To hear any items of importance which councillors may wish to add to future agendas (no decisions will be taken in this item).
- 15 Dates of Future Meetings**