



Windlesham Parish Council

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29th August 2019

To: Cllrs Bakar, Chambers, Goodman, Gordon, Halovsky-Yu, Hartshorn, Kay, Stacey and Willgoss

And all members of Council as nominated substitutes

You are hereby summoned to attend a meeting of the Finance and General Purposes Committee to be held in Council Chamber on **Tuesday 3rd September 2019 at 7.45pm** to act upon the under-mentioned business.

Yours sincerely

**Sarah Walker
Clerk to the Council**

AGENDA

1. **Apologies for absence**
2. **Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)
3. **Public question time**
4. **Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
5. **Payments for Approval and Sign Off**
6. **Review of Bank Reconciliations**
7. **Budget monitoring and virements report**
8. **To consider quote to purchase new laptop**
9. **Appointment of internal auditor**