

Meopham Parish Council

All correspondence to:
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Distribution below:

1st August 2012

Dear Sir/Madam,

There will be an EXTRAORDINARY meeting of the ADMINISTRATION AND RESOURCES COMMITTEE of Meopham Parish Council on Tuesday, 7th August 2012 at 09.30 a.m., to be held in **The Windmill, Meopham Green**. Please find attachments to * items.

Yours faithfully

Cllr Doug Powell

Cllr Barbara Wade

Issued by the two members, signatures above, pursuant to Standing Order 16d

AGENDA

Part 1

1. To receive Declarations of Interest
2. To receive Apologies for Absence
3. To approve minutes of previous meetings (12.06.2012) (*)
4. Matters arising
5. To consider a motion from Cllr Powell
To establish office procedures incorporating arrangements for the preparation for the audit of statement of accounts and to improve the administration of the office
6. To answer Questions from Councillors in accordance with Standing Order 8

Distribution:

Cllrs. Aitken, Bramer, Buchanan, Everson, Hasler, Marshall, McTavish, Rayner, Powell and Wade