

# Longdon Parish Council

Including Longdon, Longdon Green, Upper Longdon & Gentleshaw



## Administration Committee

November 2018

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**To:** Members of Administration Committee, you are hereby summoned to attend a meeting of the Administration Committee on **13 November 2018 at 6.30pm 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

- 1 Apologies for absence**
- 2 Declarations of Interest**
- 3 Public Participation**
- 4 Minutes:** To confirm as a correct record the last Minutes of the Finance and General Purposes Committee Meeting held on 23 May 2018.
- 5 Matters Arising on the Minutes** (items not otherwise on the agenda)
- 6 Internal and External Audits**
- 7 Risk Assessment and Asset Register review and ratification.**
- 8 Standing Orders and Financial Procedures review and ratification.**
- 9 General Data Protection Regulation**
- 10 Budgets and Banking**
- 11 Insurance Policy Review**
- 12 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).
- 13 Dates of Future Meetings**