

18 September 2007

Dear Councillor (and Parishioners for information)

**FINANCE AND GENERAL PURPOSES COMMITTEE**

YOU ARE HEREBY SUMMONED to attend a Meeting of the above Committee to be held on **Monday 24 September 2007** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 6.30 pm.**

Yours sincerely

**Clerk of the Council**

To: All Members of the Finance and General Purposes Committee and other Members for information

**A G E N D A**

1. Apologies for Absence
2. Declarations of Interest by Members

*Members are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda*

*You should declare your interest by stating:-*

- a) whether it is a personal interest and the nature of the interest*
- b) whether it is also a prejudicial interest*
- c) if it is a prejudicial interest, whether you will be exercising your right to speak*

3. To approve the Minutes of the Meeting held on 20 August 2007  
(Copy attached)
4. To consider further such matters as arise from the Minutes

5. To consider the payment of Accounts  
*(Copy of Clerk's Report to follow for Members)*
6. Audit of Accounts 2006/2007 - To consider a letter and Report received from R& J Accountancy and Administration  
*(Copies attached for Members)*
7. Proposal for Anti-Spam Solution - To consider two Quotations received from E-Trade  
*(Copies attached for Members)*
8. Village Information Centre - To consider the effectiveness of the Centre  
*(Copy of Visitors' Log enclosed for Members)*
9. Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the Public and the Press leave the Meeting during consideration of Agenda Items 10
10. Administrative Assistant - Council Offices - Continuation of Contracted Working Arrangement - Clerk to report
11. Urgent matters arising, for information only, since the preparation of this Agenda