

**FINANCE AND ADMINISTRATION COMMITTEE
NOTICE OF MEETING AND AGENDA**

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE WHICH WILL TAKE PLACE ON TUESDAY 5TH JUNE 2018 AT 19.00 HOURS.

YOUR ATTENDANCE IS REQUESTED

The Business to be Transacted is as follows:

1. Apologies
2. To consider the Minutes of the meeting
3 April 2018
3. Correspondence Received
4. Matters to be Resolved:
 - Approve BACS Hedge End Town Council Expenditure for April/May 2018 (*Documents to be circulated*)
 - Approve Annual Governance Statement 2017/2018, Unaudited Accounts for the year ended 31 March 2018 and Annual Internal Audit Report (*Documents to be circulated*)
 - Agree future arrangements for the Performing Arts Company Storage
5. To discuss future HEYCA refurbishment