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**To all members of Fairlight Parish Council Finance and Administration Committee**

Dear Councillors,

**A MEETING OF FAIRLIGHT PARISH COUNCIL - FINANCE AND ADMINISTRATION COMMITTEE  
WILL BE HELD ON  
TUESDAY 5TH DECEMBER 2023 AT 7.00 PM IN FAIRLIGHT VILLAGE HALL**

You are summoned to attend the above Finance and Administration Committee meeting where the following business will be considered.

Signed: *Pauline Collins* – Proper Officer and Responsible Finance Officer

Date: 29th November 2023

### **Agenda for the Finance and Administration Committee meeting – 5<sup>th</sup> December 2023**

- 1. Apologies for absence**  
(Including resolutions to accept reason for absence by Councillors)
- 2. Code of Conduct and Disclosure of Interests**  
(a) To receive any disclosures by members, of personal or prejudicial interest in matters on the agenda
- 3. Public questions in respect of items on the agenda**
- 4. Minutes of meeting held on 7<sup>th</sup> November 2023**
- 5. Matters arising from the minutes not otherwise on the agenda**
- 6. To discuss and review the current year's budget**
- 7. To discuss and consider the allocation of earmarked reserves**
- 8. To discuss initial preparation of 2024/25 budget**
- 9. To review policies and practices**  
(a) Co-option policy
- 10. Future Agenda items**
- 11. Close of meeting**
- 12. Date of next meeting – Tuesday 2<sup>nd</sup> January 2024 at 7.00 pm (subject to review)**