

Littleton & Harestock Parish Council

Lisa Fielding (Parish Clerk)
Parish Office
The Hall Way, Littleton
SO22 6QL
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Dear Councillors,

You are summoned to attend the next meeting of the Finance and General Purposes Committee Meeting, which will be held on 9th September 2020 at 7pm via Zoom conference call.

Joining Details:-

<https://us02web.zoom.us/j/82662073457?pwd=L25VK2wyam93WHQvOVVveTluNjdhdz09>

Meeting ID: 826 6207 3457

Passcode: 5mLAEg

Members of the public are welcome to attend and should give notice to the clerk on littleton.harestockpc@btconnect.com or 01962 886507 by 1pm on Wednesday 9th September.

Signed: Lisa Fielding – 4th September 2020

AGENDA

1. Apologies: To receive apologies and approve reasons for absence
2. Disclosure of Interest: To receive any disclosures of interest from Members in matters to be discussed.
3. Minutes of the meeting held on 8th July 2020
 - a. To approve and sign the minutes.
 - b. Matters arising - To review open actions and deal with any matters arising.
4. Public Participation
5. Employees
 - a. To review the announcement from the National Joint Council (NJC) on annual leave, and pay scales for 2020-21 to be implemented from 1 April 2020.
6. Legal Matters / Health and Safety
 - a. To receive the council building valuation report.
 - b. To review the revised Council asset register.
 - c. To receive and discuss the proposed insurance policy renewal.
7. Bank Reconciliation – To receive recent Bank reconciliation reports.
8. Current Financial State including Reserves

- a. To review payments and receipts in comparison to the Council's annual budget
 - b. To review the reserves position.
9. To review Policy Documents as follows:-
- a. Standing Orders (to be approved at annual meeting).
 - b. Financial Regulations (to be approved at annual meeting).
 - c. Delegation Schedule
10. Sports Club Funding
- a. To review recent costs taking into account the WCC Covid-19 Grant.
11. Items for noting only, AOB or inclusion on next meeting's agenda
12. Date of next meeting – 18th November 2020 in the Sports Pavilion