

# LITTLETON AND HARESTOCK PARISH COUNCIL

Lisa Fielding (Parish Clerk)  
Tel: 01962 886507  
Email: [littleton.harestockpc@btconnect.com](mailto:littleton.harestockpc@btconnect.com)

Parish Office  
The Hall Way, Littleton  
SO22 6QL

Dear Councillors,

You are summoned to attend the next meeting of the Finance and General Purposes Committee on **Wednesday 3<sup>rd</sup> March** via virtual conference call at 9:30am.

Joining Instructions

<https://us02web.zoom.us/j/9601775572?pwd=RFpKK2c3aXhFMUx4SUt6d09HbTNTdz09>

Meeting ID: 960 177 5572

Passcode: 2c9jiH

Members of the public are welcome to attend and should give notice to the clerk on [clerk@lhpc.org.uk](mailto:clerk@lhpc.org.uk) or 07785 393531 by 17:30 pm on Tuesday 2<sup>nd</sup> March 2021.

Signed: *Lisa Fielding* – 26<sup>th</sup> February 2021

## 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 18<sup>th</sup> November 2020.**
  - a. To approve and sign the minutes.
  - b. To review open actions and deal with any matters arising not on the agenda.
4. **Public Participation.**
5. **Employees**
6. **Legal Matters / Health and Safety**
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. **Sports Club Charges**
  - a. To approve the proposed second half year charge to the Sports Club.
10. **Review of Policy and Other Documents**
  - a. To approve the LHPC Risk Register.
  - b. To review the LHPC Standing Orders (to be approved at the LHPC annual meeting).
  - c. To review the LHPC Financial Regulations (to be approved at the LHPC annual meeting).
  - d. To review the LHPC Regular Payment Schedule (to be approved at the March LHPC meeting).
11. **Preparation for the internal and external Audit, and the LHPC Annual meetings.**
  - a. To review implications of regulations for 2021-22 Audits and Annual meetings.
  - b. To review meeting timetables for April and May, including the Annual Parish Meeting (Assembly), and the Annual Parish Council Meeting.
12. Items for noting only, AOB or inclusion on next meeting's agenda.
13. Date of next meeting – 5<sup>th</sup> May 2021.