

# LITTLETON AND HARESTOCK PARISH COUNCIL

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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 **Tuesday 27<sup>th</sup> April 2021** 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 Monday 26<sup>th</sup> April 2021.

Signed: *Lisa Fielding* – 22<sup>nd</sup> April 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 3<sup>rd</sup> March 2021.**
  - 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. **To review the Finance and General Purposes TOR (to be approved at the LHPC annual meeting).**
8. **Approval of Policy and Other Documents**
  - a. To approve the LHPC Investment Strategy.
  - b. To approve the LHPC Statement of Internal Control.
  - c. To approve the LHPC Health and Safety Policy.
  - d. To approve the LHPC Training and Development Policy.
  - e. To approve the LHPC Grant Awards Policy.
9. **Bank Reconciliation** – To receive recent Bank reconciliation reports.
10. **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.
11. **Annual Audit / Annual Accounts**
  - a. To review the annual accounts and the AGAR submission.
  - b. To review the annual audit report (if available).
12. Items for noting only, AOB or inclusion on next meeting's agenda.
13. Date of next meeting – 8<sup>th</sup> September 2021.