

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 Wednesday 29th March at the Sports Pavilion, Littleton Recreation Ground at 09:30am.

Members of the public are welcome to attend and should give notice to the clerk on clerk@lhpc.org.uk or 01962 886507 by 17:30 pm on Tuesday 28th March 2023.

Signed: *Lisa Fielding* – 24th March 2023

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 16th November 2022.**
 - 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**
 - a. Staff Appraisals
 - b. To review employees' salaries for the 2023/24 financial year.
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. **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 Delegation Schedule (to be approved at the LHPC annual meeting).
10. Items for noting only, AOB or inclusion on next meeting's agenda.
11. Date of next meeting – 3rd May 2023.