

# 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 22<sup>nd</sup> November 2023 at the Parish Office, Littleton at 9:30 am.

Members of the public are welcome to attend. Anyone who wishes to speak in the public participation section of the meeting should give notice to the clerk at [clerk@lhpc.org.uk](mailto:clerk@lhpc.org.uk) or 01962 886507 by 17:30pm Tuesday 21st November 2023.

Signed: *Lisa Fielding* – 17<sup>th</sup> November 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 7<sup>th</sup> September 2023.**
  - 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. To note the completion of the appraisal process.
6. **Legal Matters / Health and Safety.**
  - a. To review the progress of the digitisation process of the Council's deeds and property documents.
  - b. To review the progress of the investigation into the history of the Old Recreation Ground Charity.
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. **2023/2024 Financial Planning**
  - a. To review the proposed 2024/2025 Budget (Expenditure and Income)
  - b. To consider proposals for the 2024/2025 Precept charge.
10. Items for noting only, or inclusion on the next meeting's agenda.
11. Date of next meeting – 6<sup>th</sup> March 2023.