

# LITTLETON AND HARESTOCK PARISH COUNCIL

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The Hall Way, Littleton  
SO22 6QL

Dear Councillors,

You are summoned to attend the next meeting of the Parish Council, which will **be the Annual Parish Council Meeting**, in the **Littleton Millennium Memorial Hall** on **Monday, 12<sup>th</sup> May 2023 at 8:00 pm**.

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 07785 393531 by 12:30 pm on Monday, 12<sup>th</sup> May 2025.

Signed: *Lisa Fielding* – 7<sup>th</sup> May 2025

## AGENDA

1. **Election of Chair.**
2. **Election of Vice-Chair.**
3. **To receive the Declaration of Acceptance of Office from the Chair and Vice-Chair.**
4. **Apologies:** To receive apologies and approve reasons for absence.
5. **Disclosure of Interest:** To receive any disclosures of interest from Members in matters to be discussed.
6. **Public Participation.**
7. **Minutes of previous meetings.**
  - a. To approve and sign the minutes of the meeting on 14<sup>th</sup> April 2025.
  - b. To approve and sign the minutes of the extraordinary meeting held on 1<sup>st</sup> May 2025.
  - c. To review open actions.
8. **Policies and Other Documentation.**
  - a. To consider and approve the LHPC Standing Orders.
  - b. To consider and approve the LHPC Financial Regulations.
  - c. To consider and approve the LHPC Delegation Schedule.
  - d. To consider and approve the LHPC Code of Conduct, and note arrangements for completing the new registration of interest forms.
  - e. To consider and approve the LHPC Investment Strategy.
  - f. To consider and approve the LHPC Statement of Internal Control.
9. **Committees, Working Groups and Parish Council Responsibilities.**
  - a. To approve the terms of reference for the LHPC Finance and General Purposes Committee.
  - b. To review Councillor roles described in the LHPC Responsibilities Matrix and revise as necessary.
10. **Finance.**
  - a. To endorse the latest payments list.
  - b. To approve payments of new invoices.
  - c. To approve the regular payments schedule for 2025-2026.
  - d. To review the council's bank signatories and revise as necessary.

**11. Internal Audit and Annual Governance and Accountability Return**

- a. To consider any conflicts of interest with BDO LLP (external auditors) and update the Conflict of Interest Form appropriately.
- b. To approve the Annual Accounts for 2024-2025.
- c. To receive the Internal Audit report.
- d. To approve the Annual Governance Statement for 2024-2025.
- e. To approve the Annual Accounting Statement for 2024-2025.

**12. Items for noting only, or inclusion on the next meeting's agenda.**

**13. Date of next meeting – 9<sup>th</sup> June 2025, 7 pm. Henry Beaufort Media Suite, Harestock.**