

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, 25th November 2025, at the Parish Office, Littleton Recreation Ground, Littleton at 9:30 am.

Members of the public are welcome to attend. Anyone wishing to speak in the public participation section of the meeting should notify the clerk at clerk@lhpc.org.uk or 01962 886507 by 5:30 pm on Monday, 24th November 2025.

Signed: *Lisa Fielding* – 19th November 2025

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 27th August 2025.**
 - a. To approve and sign the minutes.
 - b. To review open actions.
4. **Public Participation.**
5. **Employees**
 - a. To consider succession planning for the Clerk's role.
 - b. To review the confidential payroll control account (Pension, HMRC, wage payments).
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. **2026/2027 Financial Planning**
 - a. To review the proposed 2026/2027 Budget (Expenditure and Income)
 - b. To consider proposals for the 2026/2027 Precept charge.
10. **To note that the first internal audit for the 2025/26 financial year is planned for 3rd December 2025**
11. **Items for noting only, or inclusion on the next meeting's agenda.**
12. **Date of next meeting** – 4th March 2026.