

LITTLETON AND HARESTOCK PARISH COUNCIL

Lisa Fielding (Parish Clerk)
Tel: 01962 886507
Email: clerk@lhpc.org.uk

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, 26th August 2026, 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 Tuesday, 25th August 2026.

Signed: *Lisa Fielding* – 19th August 2026

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 4th May 2026.**
 - a. To approve and sign the minutes.
 - b. To review open actions.
4. **Public Participation.**
5. **Employees**
 - a. To review the confidential payroll control account (Pension, HMRC, wage payments).
 - b. To review the time off in lieu (TOIL) balance to date.
 - c. To consider how the trial arrangement of the Clerk working from home on Wednesdays is working in practice.
 - d. To receive a report regarding the Clerk's appraisal.
 - e. To establish a Recruitment Sub-Committee to oversee the recruitment and appointment of a Deputy Clerk which will have delegated authority to shortlist, interview and select the successful candidate.
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.
 - c. To note the annual Community Infrastructure Levy (CIL) return.
9. **Items for noting only, or inclusion on the next meeting's agenda.**
10. **Date of next meeting** – 18th November 2026.