MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

held on Wednesday, 26th August 2026
at 9:30 in the Parish Office, Littleton Recreation Ground.

Present: Cllr L Winn, Cllr D Tozer, Cllr P Cunningham and Cllr C Morton
In attendance: Mrs L Fielding.
Members of the public: None.

26/27-068: Apologies for Absence.

Cllr T Jackson.

26/27-069: Declarations of Interest.

None.

26/27-070: Minutes of the meeting held on 6th May 2026.

The minutes of the meeting of 6th May 2026 were presented, and it was proposed by Cllr L Winn, seconded by Cllr D Tozer and **RESOLVED that the minutes of the meeting held on 6th May 2026 be approved.**

26/27-071: Review of Open Actions.

The actions from the last meeting were reviewed. The current status of actions is shown at the end of these minutes.

During the discussion of the action point regarding the Pavilion fire safety checks, it was agreed that they should be completed monthly.

26/27-072: Public Participation.

None.

26/27-073: Employees

a. To review the confidential payroll control account (Pension, HMRC, wage payments).

   The Clerk presented the payroll control account, and payments since April 2026 were noted.

b. To review the time off in lieu (TOIL) balance to date

   The TOIL balance up to the end of July is 28 hours.

   It was **resolved that a proposal would be put forward at the September Parish Council meeting to pay the Clerk for the accrued TOIL hours.**

c. To consider how the trial arrangement of the Clerk working from home on Wednesdays is working in practice.

   The trial arrangement for the Clerk to work from home on Wednesday was discussed, and it was agreed that it was working well. Therefore, councillors agreed to continue this practice.

d. To receive a report regarding the Clerk's appraisal.

   Cllr L Winn summarised a report of the Clerk's appraisal, and the Clerk's targets for next year were agreed.

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.

   The arrangements for recruiting a Deputy Clerk were considered. **It was proposed by Cllr L Winn, seconded by Cllr P Cunningham, and RESOLVED to establish a four-member sub-committee comprising Cllrs Winn, Tozer, Morton and Jackson. Three members of the sub-committee, subject to availability, will undertake the shortlisting, recruitment and selection of the preferred candidate.**

   It was also noted that input from other Parish Councillors would be sought.

   Advertising for the position was considered and the following actions were agreed:-

   Action: Cllr L Winn to propose an advertising budget to be considered at the September Parish Council meeting.

Action: Cllr D Tozer to contact the Hampshire Chronicle to obtain advertising costs.

26/27-074: Legal Matters / Health and Safety.

The Clerk noted that the Health and Safety Policy was due for review.

Action: The Clerk to revise the Health and Safety Policy in preparation for review by the Parish Council.

26/27-075: Bank Reconciliation.

The Clerk presented the bank reconciliation documents for April to July 2026 and highlighted the signatures of the councillor who had cross-checked the reconciliation figures against the monthly cashbook and bank statements.

26/27-076: Current Financial State including Reserves.

a. To review payments and receipts in comparison to the Council's annual budget

The Parish Clerk explained the current expenditure and receipts received. It was noted that the spend on the grounds maintenance and tree work budgets was already considerable. This was expected; however additional Estates work, currently under investigation, on trees and hedges may mean that both of these could go over budget. Plans for new playground equipment were also discussed.

The use of the Chair's expenses for volunteer gifts was considered, and it was **resolved that this should be included on the agenda for the September Parish Council meeting.**

b. To review the reserves position.

The reserves position was noted, with councillors acknowledging that the level of reserves remained healthy. It was noted that this position took into account a number of anticipated costs, including a potential contribution towards improving pedestrian safety along Main Road, Littleton, as well as the Council's strategic decision to maintain sufficient reserves in anticipation of future costs arising from government reforms, including potential asset transfers**.**

c. To note the annual Community Infrastructure Levy (CIL) return.

The proposed annual Community Infrastructure Levy (CIL) return was agreed.

Action: The Clerk to arrange for the annual Community Infrastructure Levy (CIL) return to be included on the Parish Council website.

26/27-077: Items for noting, AOB, or for inclusion on next month's agenda.

None

26/27-078: Date of Next Meetings:

a. Parish Council meeting: 14th September 2026, Henry Beaufort School, Media Suite at 7 pm.

b. Finance and General Purposes Committee Meeting: 8th November 2026, Parish Office at 9:30 am

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26/27-079: Summary of Actions

Table 1: Action Points

ID	Owner	Action Points (Open)	Status
F26.1	Cllr LW	Cllr L Winn to propose an advertising budget to be considered at the September Parish Council meeting.	**NEW**
F26.2	Cllr DT	Cllr D Tozer to contact the Hampshire Chronicle to obtain advertising costs.	**NEW**
F26.3	Clerk	The Clerk to revise the Health and Safety Policy in preparation for review by the Parish Council.	**NEW**
F26.4	Clerk	The Clerk to arrange for the annual Community Infrastructure Levy (CIL) return to be included on the Parish Council website.	**NEW**
F25.7	Clerk	The Clerk to review the Parish Council's bank accounts and investigate if better interest rates could be found. **26 Aug 26:** The interest rates on the council's existing bank accounts have been updated, but a comparison against other accounts has not yet been made.	Open
F25.1	Clerk	The Clerk to time the required weekly fire safety checks, and to pursue contractors to do the weekly fire safety checks. **25 Nov 25:** Not done yet due to time constraints. **5 Mar 26:**: No progress **6 May 26:** No progress on the regular safety checks, however the fire safety equipment has been purchased. **26 Aug 26:** Done. Time required was 25 minutes.	Closed

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