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Date: 23 June 2021

Clerk to the Council: Karen Seear

You are summoned to attend the **FINANCE AND PERSONNEL COMMITTEE MEETING** of NEWLANDS PARISH COUNCIL as detailed below:

Karen Seear
Clerk to the Council

TIME, DATE AND LOCATION	7.30 pm THURSDAY 29 JULY 2021 Newlands Community Hall, Newlands Avenue, Waterlooville, Hampshire, PO7 3BX
MEMBERS:	Cllrs Lewes Price (Chair), Olivia Barneveld, Adam Carden and Andy Kirby.

- 1 Apologies: To receive any apologies for absence.
- 2 Declarations of Interest: Arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.
- 3 Minutes: To receive and agree the Minutes of the Finance and Personnel Committee Meeting held on 17 June 2021.
- 4 Public Participation: The meeting will recess for not more than 15 minutes so as to allow any members of the public to address the meeting.
- 5 Correspondence: None
- 6 Management and conduct of the committee meetings: **To discuss and agree action.**
- 7 Review of Budget: **To consider and agree action.**
- 8 Financial Management of asset replacements: **To consider and determine action.**
- 9 Funding for replacement of assets required April 2022, the proposed costs and specifications of the replacements: To receive any update. **To consider and agree action.**
- 10 Notification of the legal obligations to fund H&S and welfare requirements, for staff: **To consider and determine action.**
- 11 Additional funding to Clerk for use of personal equipment for parish work and travel: **To consider and determine action.**
- 12 Additional Travel costs for Chair, due to the Council's duty to adhere to the Equality Act 2010: **To consider and determine action.**
- 13 Forward planning of next year's budget, new and amended budget items and financial forecasts. **To consider and determine action.**
- 14 Increased expenditure for Youth Shelter: **To consider and determine action.**
- 15 Review and amendment of reserves, including creation of additional: **To consider and determine action.**
- 16 Financial management of open spaces: **To discuss and agree action.**
- 17 Financial Management of public areas of flats: **To discuss and agree action.**
- 18 Financial Management of resident's shared parking areas: **To discuss and agree action.**
- 19 Financial Management of Community Hall: **To discuss and agree action.**
- 20 Award of grant to Citizen's Advice Bureau: **To consider action.**
- 21 Finance:
 - a) Orders for Payment: **To consider and approve the Orders for Payment (List 05 previously circulated).**
 - b) Bank Statement: To receive and agree the bank balances (previously circulated) as at 30 June 2021. **To confirm the Balances and for the Chairman to sign the statement**
 - c) Accounts: To receive the Accounts for June 2021. (previously circulated) **To consider and determine any action.**

- 22 Parish and Community Hall current funds: **To consider any action.**
- 23 Discuss and agree standing orders and other policies for personnel matters: **To consider action.**
- 24 Clerk Training: To receive an update of costs and to reconsider whether membership of the SLCC is required. **To consider action.**
- 25 **Any other report which the Chairman deems urgent or for inclusion on the next agenda – NO DECISIONS can be made.**