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Date: 9<sup>th</sup> November 2022

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	<b>7.30 pm THURSDAY 15 DECEMBER 2022</b> <b>NEWLANDS COMMUNITY HALL, NEWLANDS AVENUE, WATERLOOVILLE, HAMPSHIRE, PO7 3BX.</b>
MEMBERS:	Cllrs Anthony Berry, Adam Carden, David Crichton and Mike Read

- 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 Previous Minutes and Matters Arising: To receive and agree the Minutes of the Finance and Personnel Committee Meeting held on 3rd November 2022 and to deal with any matters arising.
- 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: To receive any items of correspondence. **To consider and determine any action.**
- 6 Finance:
  - a) Orders for Payment: **To consider and approve the Orders for Payment (List 09 previously circulated) and sign or agree signature.**
  - b) Bank Statements: To receive and agree the bank balances (previously circulated) as at 30 November 2022. **To confirm the Balances and for the Chairman to sign the statement**
  - c) Accounts: To receive the Accounts for November 2022 (previously circulated). **To consider and determine any action.**
- 7 Budget 2023/24: To consider and recommend to Council a budget for 2023/2024 for Council and Committee: **To consider and recommend a budget to Council.**
- 8 Storage/Office Facility: The Parish Warden has provided the council with quotes for the Amenities office/storage units which are to be located within a compound. **To receive quotes and discuss and determine action.**
- 9 Secure Sharing Network: To receive any updates. **To discuss and determine action.**
- 10 Software purchase: To consider purchasing Adobe software to enable council minutes to be published more regularly and efficiently to the Parish Council's Facebook Page. **To consider and determine action.**
- 11 Purchase of vehicle for use by the Amenities Parish Warden: The Amenities Committee have been looking at the purchase/hire purchase of a vehicle for open space management work. **To receive any update.**
- 12 **Any other report which the Chairman deems urgent or for inclusion on the next agenda – NO DECISIONS can be made.**

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**Exempt Business:**

**To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.**

Personnel matters.