

PARISH COUNCIL of NEWLANDS



Tel: 02393 092357 email: clerk@newlands-pc.gov.uk

www.newlands-pc.gov.uk

Date: 5th January 2024

Clerk to the Council: Karen Seear

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

A handwritten signature in blue ink, appearing to read 'Karen Seear'.

Clerk to the Council

TIME, DATE AND LOCATION	7.30 pm THURSDAY 11 JANUARY 2024 NEWLANDS COMMUNITY HALL, NEWLANDS AVENUE, WATERLOOVILLE, HAMPSHIRE, PO7 3BX.
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 23rd November 2023 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.
- 6 Upgrade of Clerk's Laptop: The clerk has circulated a memo regarding the need to upgrade her laptop. An additional Microsoft licence has also been purchased which now means all employee's have access to the cloud-based storage system. (Costings previously circulated.) **To discuss and consider action.**
- 7 Community Hall items: To consider a budget for the purchase of items required in the shared facility for hall users. **To consider action.**
- 8 DBS Checks for Council: It has been queried whether the council should have DBS checks carried out as this was spoken about at a recent Southern Parishes meeting. **To consider and determine any action.**
- 9 Grants 2024/25: To discuss matters relating to council grants for the next financial year. To receive any update regarding the request to award a grant to a Parent Support Advisor. **To consider and agree action.**
- 10 Finance:
 - a) Orders for Payment: **To consider and approve the Orders for Payment (List 12 previously circulated) and sign or agree signature.**
 - b) Bank Statements: To receive and agree the bank balances (previously circulated) as at 31st December 2023. **To confirm the Balances and for the Chairman to sign the statement**
 - c) Accounts: To receive the Accounts for December 2023 (previously circulated). **To consider and determine any action.**
- 11 **Any other report which the Chairman deems urgent or for inclusion on the next agenda – NO DECISIONS can be made.**

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.

There are exempt items for discussion relating to employee's salaries and the employment of addition staff.