

# PARISH COUNCIL of NEWLANDS



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Date: 23<sup>rd</sup> February 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	<b>7.30 pm THURSDAY 29 FEBRUARY 2024</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 11<sup>th</sup> January 2024 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 Office/Compound:
  - a) Lavatories –to receive correspondence (previously circulated) from the Amenities Parish Warden regarding the lavatories at the temporary compound. **To consider and determine action.**
  - b) Internet connection - the clerk has gained some prices for internet connection for the community hall and the temporary compound facility. **To consider and determine action.**
- 7 Upgrade of Clerk's Laptop: The clerk had previously circulated details of laptops to consider upgrading the current one. To determine the appropriate model. **To consider and determine action.**
- 8 Finance:
  - a) Orders for Payment: **To consider and approve the Orders for Payment (List 14 previously circulated) and sign or agree signature.**
  - b) Bank Statement: To receive and agree the bank balances (previously circulated) as at 31<sup>st</sup> January 2024. **To confirm the balances and for the Chairman to sign the statement.**
  - c) Accounts: To receive the Accounts for January 2024 (previously circulated). **To consider and determine any action.**
  - d) Scribe Accounts: Scribe can produce several reports and accounts as previously circulated by the RFO. Read only access is also an option. To consider which of these to circulate to councillors. **To consider and determine action.**
- 9 **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 is an exempt item for discussion relating to community hall bookings and agreement of Horticulturist job advertisement.