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Date: 28th March 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:



Clerk to the Council

TIME, DATE AND LOCATION	7.30 pm THURSDAY 4 APRIL 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 29th February 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.
 - Correspondence from the payroll company regarding price increases.
- 6 Clerk's authority and spend limit: The clerk had circulated a memo regarding spending limits appertaining to urgent work jobs. Could the authorised spend limit be increased, once the budget for work approved is the clerk able to authorise work if it falls within spend limit. **To consider action.**
- 7 Office/Compound:
 - a) Lavatories –to receive correspondence (previously circulated) from the Amenities Parish Warden regarding the lavatories at the temporary compound. To consider quotes for plumbing work. **To consider and determine action.**
 - b) Internet connection – Cllr Price has gained a quote for internet connection from BT for the community hall and the temporary compound facility. **To consider and determine action.**
 - c) List of furniture and items required – the clerk had circulated a list of items required for use at the compound. To agree a budget, suggested £1,500. **To consider and agree action.**
- 8 Finance:
 - a) Orders for Payment: **To consider and approve the Orders for Payment (List 16 previously circulated) and sign or agree signature.**
 - b) Bank Statement: To receive and agree the bank balances (previously circulated) as at 31st March 2024. **To confirm the balances and for the Chairman to sign the statement.**
 - c) Accounts: To receive the Accounts for March 2024 (previously circulated). **To consider and determine any action.**
 - d) AGAR 23/24: The internal audit 23/24 will be carried out on 11th April 2024. **To Note.**

9 **Any other report which the Chairman deems urgent or for inclusion on the next agenda – NO DECISIONS can be made.**