



BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.
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Notice of Meeting

Meeting of Finance & Administration Committee

Time and date **7:30pm on Wednesday 19 July 2017**

Place The Lowford Community Library, The Lowford Centre, Portsmouth Road,
Bursledon, Southampton, Hampshire

To ALL MEMBERS OF THE FINANCE & ADMINISTRATION COMMITTEE

Dear Councillor

You are hereby summoned to attend a meeting of Bursledon Parish Council to be held on **Wednesday 19 JULY 2017 at 7:30PM** in the LOWFORD COMMUNITY LIBRARY, THE LOWFORD CENTRE, PORTSMOUTH ROAD, BURSLEDON, SOUTHAMPTON, HAMPSHIRE.

The Agenda for the meeting is attached.

Yours sincerely

Roland Potter

Roland Potter
Parish Clerk

13 July 2017

PUBLIC NOTICE

THERE IS ONLY LIMITED SEATING FOR THE PUBLIC.
IF THE NUMBER OF PEOPLE ATTENDING EXCEED THE OCCUPATION LIMIT, THE MEETING
WILL BE ADJOURNED TO ANOTHER ROOM OR TO ANOTHER DATE.

To comply with Health & Safety requirements all people who are attending this meeting are requested to register their attendance at the meeting in the attendance register which will be available at the meeting.

Agenda

Meeting of Finance & Administration Committee

Time and date: 7:30pm on Wednesday 19 July 2017

Place: The Lowford Community Library, The Lowford Centre, Portsmouth Road, Bursledon, Southampton, Hampshire

1	Apologies To receive and consider apologies for absence.
2	Declarations of Interest To receive from members, in respect of any items included on the agenda for this meeting, disclosures of any personal or pecuniary interests in line with the Parish Council's Code of Conduct and gifts and hospitality in line with government legislation.
3	Minutes To approve the minutes of the Council meeting held on Wednesday 18 January 2017.
4	Questions from the Public
4a	The Chairman will invite members of the public present if they would like to speak or ask any questions on any Local Government matter, not included on the agenda to which an answer will be given of if necessary a written reply will follow within 10 working days, or the questioner will be informed of the appropriate contact details.
4b	The Chairman will invite members of the public present to indicate which item on the agenda if any, they would like to speak.
5	Working Groups To agree the membership of the following Working Groups who will report to the Finance & Administration Committee: <ul style="list-style-type: none">• 2018/19 Budget Preparation Working Group (To commence October 2017)• Asset and Risk Management Group• Library Working Group (To include three members of the Library Volunteers)• Staff Working Group
6	Noticeboards: To consider a change in practice to use two styles of notice board, one for the conservation and green belt areas and a different style for urban type areas.
7	Schedule of Capital Expenditure To prioritise the list of Capital Projects which may be considered for S106 funding, to inform Eastleigh Borough Council.
8	Finance Reports To note the Budget Reports at 30 June 2017.
9	Fees, Charges and terms and Conditions of Use <ul style="list-style-type: none">• To review the Fees and Charges for Council services.• To consider the terms or conditions for the use of Council services including service level agreements.• To consider a request from Cllr F Burgess to use the courts to provide private tennis lessons (refereed by Full Council for recommendation)
10	The Chair will close the meeting