



BURSLEDON PARISH COUNCIL

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Notice of Meeting

Meeting of Finance & Administration Committee

Time and date 7:30pm on Wednesday 19 October 2016

Place The Pilands Wood Community Centre, Chamberlayne 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 Finance & Administration Committee to be held on Wednesday 19 October 2016 at 7:30PM in the PILANDS WOOD COMMUNITY CENTRE, CHAMBERLAYNE ROAD, BURSLEDON, SOUTHAMPTON, HAMPSHIRE.

The Agenda for the meeting is attached

Yours sincerely

Roland Potter

Roland Potter
Parish Clerk

14 October 2016

Agenda

Meeting of Finance & Administration Committee

Time and date: 7:30pm on Wednesday 19 October 2016

Place: The Pilands Wood Community Centre, Chamberlayne 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 of Previous Meetings**
To receive and approve the minutes as a correct record of the meeting of the Finance & Administration Committee held on:
 - Wednesday 13 April 2016
- 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 or 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 **Renaming of The Finance & Administration Committee**
To consider a recommendation by Cllr D Andrewes to change the name of the Finance & Administration Committee
- 6 **Budget Planning Process**
To note the timetable for the setting of the Councils budget for 2017/18.
To consider appointing a working group to develop the Council budget for 2017/19.
- 7 **The Pavilion**
To receive an update on options for the partial change of use of the pavilion for additional office space.
To consider initial costs, quotes and financial implications and to decide on the way forward.
- 8 **Financial Reports**
To receive and note
 - the Council's budget and financial reports for 2016/17.
 - the Schedule of payments for October 2016

9 **Work Plan**

To receive and note the Councils work plan

10 **TO EXCLUDE THE PRESS AND PUBLIC AND TO CONSIDER EXEMPT BUSINESS**

To consider passing a resolution under Section 100A (4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

**PART II
CONFIDENTIAL AGENDA**

11 **Update on current legal action**

To receive an update on the current position regarding legal action

12 **Staffing matters**

To note the timetable for staff appraisals

To approve the contract of Employment for the Parish Clerk.

13 **Close of Meeting**

The Chair will close the meeting