



# BURSLEDON PARISH COUNCIL

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## Notice of Meeting

Meeting of Finance & Administration Committee

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Time and date **7:30pm on Wednesday 20 June 2018**

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

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### 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 20 June 2018 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

15 June 2018

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#### **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

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Time and date: 7:30pm on Wednesday 20 June 2018

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

1	<b>Apologies</b> To receive and consider apologies for absence.
2	<b>Declarations of Interest</b> 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	<b>Minutes</b> To approve the minutes of the Finance & Administration Committee meeting held on Wednesday 17 January 2017.
4	<b>Questions from the Public</b>
4a	The Chair 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 Chair will invite members of the public present to indicate which item on the agenda if any, they would like to speak.
5	<b>Annual Accounts 2017/18</b> To receive and note the Annual Accounts and Annual Return for 2017/18.
6	<b>Council Reserves</b> <ul style="list-style-type: none"><li>• To receive a report on the Council's reserves at 31 March 2018.</li><li>• To consider the reallocation of funds from the General Reserve to Earmarked Reserves and make a recommendation to Full Council.</li></ul>
7	<b>Internal Audit Report</b> <ul style="list-style-type: none"><li>• To receive and note the report of the Internal Auditor for 2017/18.</li><li>• To receive and note the action plan in response to the Internal Audit report.</li><li>• To receive and recommend the Audit Action Plan to Full Council.</li></ul>
8	<b>Health and Safety inspection of play areas.</b> <ul style="list-style-type: none"><li>• To receive a report on the results of the recent ROSPA inspection of the play facilities.</li><li>• To consider recommending to Council an action plan to address any concerns.</li></ul>
9	<b>The Chair will close the meeting</b>