

PARISH COUNCIL of DENMEAD

The Old School, School Lane, Denmead,
Waterlooville, Hampshire, PO7 6LU

Tel: (023) 9224 7947 Fax: (023) 9224 7943

Date: 21st September 2017

Members are summoned to attend a meeting of the **FINANCE, ADMINISTRATION AND PERSONNEL COMMITTEE** of the PARISH COUNCIL OF DENMEAD as detailed below:

TIME, DATE AND LOCATION	7.30pm WEDNESDAY 27th September 2017 at The Old School Community Centre, School Lane, Denmead.
Committee Members:	Cllrs: P Langford-Smith (Chairman), K Andreoli, I Brown, K Scholey and M Willoughby.

A G E N D A

- 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 **Minutes of Previous Meeting**
To receive and confirm the accuracy of the minutes of the meeting held on the 23rd August 2017 (previously issued).
- 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**
(a) **To receive correspondence not dealt with el and consider and determine any action.**
- 6 **Old School**
To receive any update and consider any matter arising relating to the Old School. **To consider and determine any action.**
- 7 **Financial Regulations**
(a) To receive a further report from the Clerk regarding the Parish Council's Financial Regulations. **To consider and determine any action.**
- 8 **Parish Council Insurance**
(a) To receive quotes from Zurich Municipal Insurance Ltd and Came & Co in respect of the Council's annual insurance schedule. **To consider and determine any action.**
- 9 **Parish Council Motor Insurance**
(a) To receive quotes from Zurich Municipal Insurance Ltd and Came & Co in respect of the Council's motor vehicle insurance schedule. **To consider and determine any action.**
- 10 **Replacement Printer/Photocopier**
(a) To receive a proposal from Apogee regarding a potential replacement Printer/Photo Copier. **To consider and determine any action.**
- 11 **Parish Office Refurbishment**
(a) To receive two quotes for the re-decoration of the Forest Room. **To consider and determine any action.**

- (b) To consider allocating a budget to provide for new facilities with the Parish Office. **To consider and determine any action.**

12 **Staff Training Budgets**

- (a) To review staff training budgets with the Parish Office, Ground Staff and the Youth Club. **To consider and determine any action.**

13 **Estates Management**

- (a) To receive a quote from a contractor in order to undertake a one-off greenway hedgerow cut. **To consider and determine any action.**

14 **Finance**

- (a) Orders for Payment: **To consider and approve the Orders for Payment (List 8 previously circulated).**

15 **Exempt Business**

- (a) To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion re personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

At this meeting, these matters include a potential insurance liability and several personnel matters.

Brendan Gibbs
Clerk to the Parish Council

All in attendance should be aware that filming, photographing, recording, broadcasting or transmitting the proceedings of the Council may occur during the meeting.