



Wickham and Knowle Parish Council

Policy and Finance Committee

(Chair Cllr Craig Manuel Members: Cllr Kathryn Holladay, Cllr Nic Holladay, Cllr Loraine Rappé, Cllr Sandy Phillips-Lee)

Dear Committee Member

I hereby give you notice that a meeting of the **Policy and Finance Committee** will be held at **Knowle Village Hall, PO17 5GR on Thursday 13th June 2024 at 7:30pm**. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk unless classified as Confidential.

1. To elect a Vice-Chair for the Committee
2. To receive apologies for absence
3. To receive declarations of interest on agenda items
4. Public Session
5. To approve the Minutes of the meeting held on 18th April 2024
6. To review the Terms of Reference for the Committee and recommend adoption
7. To consider the quotes received for a new financial and bookings software and make a recommendation to Full Council
8. To receive the Internal Auditor's opinion on the 2023/24 Financial Accounts and note the Council's response
9. To resolve to recommend to Full Council that the Council approve section 1 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2024 for submission to the external auditor.
10. To resolve to recommend to Full Council that the Council approve section 2 on the Annual Governance and Accountability return for the year ending 31st March 2024 approve and sign the statement, declaring it correct for submission to the external auditor
11. To consider a new Volunteer Policy and Safeguarding Policy and recommend adoption of the policies to Full Council
12. To receive a recommendation from the Recreation Committee to complete Stage 3 of the Knowle Village Hall extension with Axis Architects, funding to be taken from the Knowle Budgets earmarked reserve.
13. To consider a donation to Igloo for their performance at the Parish Assembly
14. To consider a grant application from Wickham Parish Magazine
15. To consider the grant request for a summer holiday youth scheme pilot and make a recommendation to Full Council

16. To receive a recommendation from the Recreation Committee to appoint Deacon Design to provide initial concept design and costings for a country park at Mill Lane, funding to be taken from the Mill Lane earmarked reserve
17. To appoint members of a working party for the Grounds Maintenance Contract Tender preparation to begin 1st April 2025
18. To appoint members of a working party for the new maintenance role within the Parish
19. Motion for confidential business
The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."
20. CONFIDENTIAL To review the tenders for Wickham Sports Pavilion refurbishment and recommend an option to Full Council
21. CONFIDENTIAL – To discuss the annual rent for Bostons

Sophie Thorogood
Clerk and RFO to Wickham & Knowle Parish Council
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9th June 2024