



Wickham and Knowle Parish Council

Policy and Finance Committee

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

Dear Councillors

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 23rd January 2025 at 8.00pm**. 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

Agenda item	Title	Lead	Page
1.	To receive apologies for absence	Chair	-
2.	To receive declarations of interest on agenda items	Chair	-
3.	Public Session	Chair	-
4.	To approve the minutes of the meeting held on 14 th November 2024	Chair	
5.	To receive an update from the Clerk on matters arising	Clerk	
6.	To receive a budget monitoring report for Q3 2024-25	Clerk	
7.	To approve the payments list for October, November and December 2024	Clerk	
8.	To approve virement from reserves to fund office conversion costs at Knowle Village Hall	Chair	
9.	To approve the updated Fixed Asset Register and recommend to Full Council	Clerk	
10.	To review the Standing Orders and make a recommendation for re-adoption to Full Council	Chair	
11.	To consider quotes for the Council's insurance policy due to expire on 7 th March 2025 and make a recommendation to Full Council	Clerk	
12.	To review the utility account contracts due to expire in March 2025 and approve entering into a new contract with the Hampshire County Council Framework	Clerk	
13.	To review the Council's bad debts and agree course of action	Clerk	
14.	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."	Chair	-
15.	To consider the Boston's rent	Chair	

Sophie Thorogood
Clerk and RFO to Wickham & Knowle Parish Council
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19th January 2025