

Kings Worthy Parish Council

To the Members of the Finance Committee - Councillors: M Taylor [Chairman], I Gordon, D Hudson, N McCleery, S Newell and D Welstead.

You are summoned to attend the following meeting:

FINANCE, ADMINISTRATION & REMUNERATION COMMITTEE

**To be held on Wednesday 12th July 2017 at 9.30 am
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Martin Taylor
Chairman

Adrian Reeves
Clerk

AGENDA

1. Apologies for absence
2. Public question time [this is the only time that the public are able to speak]
3. To approve the minutes of the meeting held on the 14th June 2017
4. Matters arising from the meeting held on the 14th June 2017
 - o Data Protection & Document Retention Policies
 - o Fire Shutter
5. Proposed new expenditure for Finance approval
 - o Planning and Highways
 - o Finance, Administration & Remuneration – Inc. proposed kitchen refurbishment
 - o Recreation and Amenities
 - o Communications
6. To receive the statement of accounts and management reports for period ended 30th June 2017
7. Insurance arrangements
8. Grant applications
9. Remuneration & staffing
10. Tubbs Hall – landlord’s responsibilities
 - a) Building Maintenance Plan (inc. Solar Panels) & Fire Safety Action Items
11. Insurance arrangements
12. Actions from the 2017 Internal Audit report
13. Legal issues
14. RFO/Clerk’s notices
15. Chairman’s notices
16. Authorise payments listing
17. Items for discussion at the next meeting – 9th August 2017