

Finance, Administration & Remuneration Committee

Committee members: Councillors S. Biddle, E. Fish, I. Gordon, M. Miller-Hall and S. Newell (Chair).

You are summoned to attend the following meeting;

To be held on the Wednesday, 10 March 2021 at 19:30

This meeting will be held electronically due to COVID-19 restrictions

Please note that any members of the public wishing to join and/or speak at the meeting must notify the Clerk no later than **7pm** on day of the meeting. Failure to do so may result in an inability to attend the meeting. Please also notify the Clerk if you intend to speak in Public Question Time.

Chair of the meeting: Stewart Newell

Clerk of the meeting: Christopher Read

Agenda

1. Apologies for Absence
2. Public Question Time [Please note that this is the only time that the public are able to speak and is limited to 5 minutes per subject]
3. To agree and sign the Minutes of the Meeting held on 10 February 2021
4. Matters arising from the meeting held on 10 February 2021
5. Proposed new expenditure for Finance approval
 - Planning and Highways
 - Finance, Administration & Remuneration
 - Recreation and Amenities
 - Communications
 - Grants
6. To receive the statement of accounts and management reports for period ended 28th February 2021 and to authorise the payment listing.
7. Forecast outturn (2020/21) & annual budget (2021/22)
8. Review of the financial regulations and investment policy
9. Review of Data Protection & Data Retention policies
10. Remuneration & staffing
 - HR annual review
 - Assistant Clerk's working hours
11. Tubbs Hall – landlord's responsibilities – proposed new sub-lease

12. Legal issues
13. Responsible Finance Officer / Clerk's Notices
14. Chairman's Notices
15. Items for discussion at the next Meeting on the 14 April 2021