

## Finance, Administration & Remuneration Committee

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

**You are summoned to attend the following meeting;**

**To be held on the Wednesday, 11 August 2021 at 19:30**

**This meeting will be held at Kings Worthy Community Centre, Fraser Road**

Whilst not mandatory, to help prevent the spread of COVID-19 and protect those attending, all attendees are requested and recommended to adhere to following precautions:

- Wear a face mask (unless exempt) at all times when in the building unless eating, drinking or speaking.
- Maintain social distancing of at least 1-meter.
- Check-in using the NHS test & trace system.
- If you are clinically extremely vulnerable, we advise that you minimise contact and avoid attending meetings unless absolutely necessary.

If you have been told to self-isolate or are presenting symptoms of COVID-19 then please do not attend the meeting.

We would be grateful if you could contact the Clerk before the meeting to allow us to ascertain numbers wishing to attend.

Members of the public are also welcome to provide written representations to the Council. For those members of the public or press who wish to attend the number of public seats is limited and admittance will not be before 19:25.

Whilst we taken steps to reduce the spread of COVID-19, please note that you attend the meeting at your own risk.

Please contact the Clerk if you have any enquires regarding this meeting.

**Chair of the meeting:** To be elected

**Clerk of the meeting:** Christopher Read

### Agenda

1. Apologies for Absence
2. Election of Chair
3. Election of Vice-Chair
4. 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]
5. Impact of COVID-19
6. To agree and sign the Minutes of the Meeting held on 14 April 2021
7. Matters arising from the meeting held on 14 April 2021

8. Proposed new expenditure for Finance approval
  - Planning and Highways
  - Finance, Administration & Remuneration
  - Recreation and Amenities
  - Communications
  - Grants
9. To receive the statement of accounts and management reports for period ended 31<sup>st</sup> July 2021.
10. To authorise the payment listing
11. Review of fees and charges
12. Remuneration & staffing
  - Recruitment of new Assistant Clerk
  - Pay review
13. Tubbs Hall – landlord’s responsibilities
  - Proposed new sub-lease
14. Legal issues
15. Responsible Finance Officer / Clerk’s Notices
16. Chairman’s Notices
17. Items for discussion at the next Meeting on the 15 September 2021