

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, 16 February 2022 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 covering (unless exempt)
- 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: Cllr 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. Impact of COVID-19 including office arrangements
4. To agree and sign the Minutes of the Meeting held on 27 January 2022
5. Matters arising from the meeting held on 27 January 2022
6. Proposed new expenditure for Finance approval
 - Planning and Highways
 - Finance, Administration & Remuneration

- Recreation and Amenities
 - Communications
 - Grants
7. To receive the statement of accounts and management reports for period ended 31 January 2022
 8. Forecast outturn (2020/21) and budget (2022/23)
 9. To authorise the payment listing
 10. Alternative accounting packages
 11. Remuneration & staffing
 - Updated grievance and disciplinary policies
 - HR annual review
 12. Review of the financial regulations and investment policy
 13. Review of data protection & data retention polices
 14. Tubbs Hall – landlord’s responsibilities
 - Proposed new sub-lease including VAT advice
 15. Office arrangements including COVID-19
 16. Legal issues – including update on the Lovedon Fields site
 17. Responsible Finance Officer / Clerk’s Notices
 - Date of the March committee meeting
 18. Chairman’s Notices
 19. Items for discussion at the next Meeting (date to be determined)