

## 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 Thursday, 17 March 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 recommended to adhere to following precautions:

- Wear a face mask (unless you are exempt or have a reasonable excuse)
- Maintain social distancing of at least 1-metre+ where possible
- If you are clinically extremely vulnerable, we advise that you minimise contact and avoid attending meetings unless absolutely necessary
- If you are presenting symptoms of COVID-19 then please do not attend the meeting.

Members of the public are also welcome to provide written representations to the Council.

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 16 February 2022
5. Matters arising from the meeting held on 16 February 2022
6. Proposed new expenditure for Finance approval
  - Planning and Highways – to include speed sign deployment programme
  - Finance, Administration & Remuneration
  - Recreation and Amenities – to include middle pitch renovations
  - Communications
  - Grants
7. To receive the statement of accounts and management reports for period ended 28 February 2022

8. Final Forecast outturn (2020/21) and budget (2022/23)
9. To authorise the payment listing
10. Parish Council elections
11. Alternative accounting packages
12. Remuneration & staffing
  - Update on staff hours accrued
  - Review of salaries
  - Updated grievance and disciplinary policies
  - HR annual review
13. Review of the financial regulations and investment policy
14. Review of data protection & data retention policies
15. Review of risk register
16. Tubbs Hall – landlord’s responsibilities
  - Proposed new sub-lease including VAT advice
17. Legal issues – including update on the Lovedon Fields site
18. Responsible Finance Officer / Clerk’s Notices
19. Chairman’s Notices
20. Items for discussion at the next Meeting 13<sup>th</sup> April 2022