

## Finance, Administration & Remuneration Committee

**Committee members:** Councillors S. Biddle, E. Fish, I. Gordon, M. Miller-Hall & T. Stannard.

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

**To be held on the Wednesday, 15 June 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:** To be agreed (see item 2)

**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 13 April 2022
7. Matters arising from the meeting held on 13 April 2022
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 May 2022
  10. To review the internal auditors report
  11. To review the end of year accounts and Annual Governance and Accountability Return for year ending 31<sup>st</sup> March 2022
  12. To authorise the payment listing
  13. Office arrangements
  14. Remuneration & staffing
    - Review dates for salaries
    - Office workload
    - Updated grievance and disciplinary policies
    - HR annual review
  15. Review of CCTV policy
  16. Tubbs Hall – landlord’s responsibilities
    - Proposed new sub-lease including VAT advice
  17. Legal issues
  18. Responsible Finance Officer / Clerk’s Notices
  19. Chairman’s Notices
  20. Items for discussion at the next Meeting on 13 July 2022