

Finance, Administration & Remuneration Committee

Committee members: Councillors J. Archer, 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, 13 July 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 if vulnerable (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: Ian Gordon

Clerk of the meeting: Christopher Read

Agenda

1. Apologies for Absence
2. Election of Vice-Chair
3. 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]
4. Impact of COVID-19
5. To agree and sign the Minutes of the Meeting held on 15 June 2022
6. Matters arising from the meeting held on 15 June 2022
7. Proposed new expenditure for Finance approval
 - Planning and Highways
 - Finance, Administration & Remuneration
 - Recreation and Amenities
 - Communications
 - Grants

8. To receive the statement of accounts and management reports for period ended 30 June 2022
9. To authorise the payment listing
10. Office arrangements
11. Co-option policy
12. Remuneration & staffing
 - Office workload
 - Updated grievance and disciplinary policies
 - HR annual review
13. Tubbs Hall – landlord’s responsibilities
 - Proposed new sub-lease including VAT advice
14. Legal issues
15. Items for inclusion in council communications
16. Responsible Finance Officer / Clerk’s Notices
17. Chairman’s Notices
18. Items for discussion at the next Meeting on 17 August 2022