

## Finance, Administration & Remuneration Committee

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

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

**To be held on the Wednesday, 17 August 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 – M. Miller-Hall
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 (including meeting recommendations)
5. To agree and sign the Minutes of the Meeting held on 13 July 2022
6. Matters arising from the meeting held on 13 July 2022
  - F/22/095 - Football pitch bookings
7. Proposed new expenditure for Finance approval
  - Planning and Highways
  - Finance, Administration & Remuneration
  - Recreation and Amenities – Bollards at Church Green
  - Communications

- Grants
8. To receive the statement of accounts and management reports for period ended 31 July 2022
  9. Lovedon Fields open space transfer
  10. Review of fees & charges
  11. To authorise the payment listing
  12. Procurement card provision
  13. Office arrangements including layout
  14. Remuneration & staffing
    - Recruitment of Assistant/Deputy Clerk – including hours and duties
    - HR annual review including an updated HR policies
  15. Tubbs Hall – landlord’s responsibilities
    - Proposed new sub-lease including VAT advice
  16. Legal issues
  17. Items for inclusion in council communications
  18. Responsible Finance Officer / Clerk’s Notices
  19. Chairman’s Notices
  20. Items for discussion at the next Meeting on 14 September 2022