

## 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, 16 November 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 (including meeting recommendations)
5. To agree and sign the Minutes of the Meeting held on 19 October 2022
6. Matters arising from the meeting held on 19 October 2022
7. Proposed new expenditure for Finance approval
  - Planning & Highways
  - Finance, Administration & Remuneration
  - Recreation & Amenities – Church Green bollards (including contribution)
  - Communications
  - Grants

8. To receive the statement of accounts and management reports for period ended 31 October 2022
9. To review the draft forecast outturn (2022/23) & budget (2023/24)
10. To authorise the payment listing
11. Lovedon Fields open space transfer - update
12. Parish Council play areas -
  - Fire at Fraser Road play area - update
  - Eversley Park play area tender - update
13. Grounds Maintenance contract tender
14. Review of fees & charges
15. Procurement card provision
16. Office arrangements including layout
17. Remuneration & staffing
  - Recruitment of Assistant/Deputy Clerk - update
  - Review of salaries
18. Tubbs Hall – landlord’s responsibilities
  - Proposed new sub-lease
19. Legal issues
20. Items for inclusion in council communications
21. Responsible Finance Officer / Clerk’s Notices
22. Chairman’s Notices
23. Items for discussion at the next Meeting on 18 January 2023 (to be agreed)