

## **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, 07 December 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 16 November 2022
6. Matters arising from the meeting held on 16 November 2022
7. Proposed new expenditure for Finance approval
  - Planning & Highways
  - Finance, Administration & Remuneration
    - Revised phone & broadband contract
    - Quotation for office half-wall
    - Quotation to reduce the height of the hedge in the Kings Worthy Community Centre car park

- Recreation & Amenities
  - Communications
  - Grants
8. To receive the statement of accounts and management reports for period ended 30 November 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 (if available)
  12. Parish Council play areas –
    - Fire at Fraser Road play area - update
    - Eversley Park play area tender – update
  13. Grounds Maintenance contract tender - update (if available)
  14. Review of fees & charges
  15. Remuneration & staffing
    - Deputy Clerk recruitment – update (if available)
    - Review of salaries
    - Clerk's hours owed
  16. Tubbs Hall – landlord's responsibilities
    - Proposed new sub-lease - update (if available)
  17. Legal issues
  18. Items for inclusion in council communications
  19. Responsible Finance Officer / Clerk's Notices
  20. Chairman's Notices
  21. Items for discussion at the next Meeting on 18 January 2023