

Finance, Administration & Remuneration Committee

Committee members: Councillors E. Fish, I. Gordon & M. Miller-Hall

You are summoned to attend the following meeting;

To be held on the Wednesday, 17 January 2024 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:

- 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 have 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 to the Council: Christopher Read

Agenda

1. Apologies for Absence
2. 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]
3. Impact of COVID-19 (including meeting recommendations)
4. To agree and sign the Minutes of the Meeting held on 15 November 2023
5. Matters arising from the meeting held on 15 November 2023
6. Proposed new expenditure for Finance approval
 - Planning & Highways
 - Finance, Administration & Remuneration
 - Recreation & Amenities
 - Communications
 - Grants
7. To receive the statement of accounts and management reports for period ended 31 December 2023 (including November figures)

8. Review of fees & charges
9. To review the draft Forecast Outturn (2023/2024) and budget (2024/25)
10. To authorise the payment listing
11. Internal audit provision – review quotations
12. Parish Council play areas –
 - Fire at Fraser Road play area – update including temporary fencing and quotations
 - Eversley Park play area tender – update including tower installation
13. Potential additional community use for Kings Worthy Community Centre
14. Remuneration & staffing
 - Staff remuneration – potential additional benefits
 - Annual appraisals
 - Role of the Clerk & Deputy Clerk
15. Tubbs Hall – landlord’s responsibilities
 - Update on the fire door on Disabled toilet
 - Loft clearance following rat infestation.
 - Potential replacement automatic door closer
 - Proposed new sub-lease – update
16. Potential change to accounting software
17. Potential alternative email provider
18. Legal issues
19. Items for inclusion in council communications
20. Responsible Finance Officer/ Clerk’s Notice
21. Chairman’s Notices
22. Items for discussion at the next meeting on 14 February 2024