

Finance, Administration & Remuneration Committee

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

You are summoned to attend the following meeting;

To be held on the Wednesday, 13 March 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 14 February 2024
5. Matters arising from the meeting held on 14 February 2024
6. Proposed new expenditure for Finance approval
 - Planning & Highways – Clarification of information required for additional speed sign.
 - Finance, Administration & Remuneration
 - Recreation & Amenities
 - Fraser Road CCTV – new post
 - History board at Broadview
 - Rationalisation of Parish Council bins
 - Communications

- Grants

7. To receive the statement of accounts and management reports for period ended 29th February 2024
8. Review of fees & charges
9. Review of Parish Council deposits
10. To review the draft Forecast Outturn (2023/2024) and budget (2024/25)
11. To authorise the payment listing
12. Parish Council play areas –
 - Eversley Park play area – replacement of zipline legs
13. Review of Financial Regulations & Investment policies
14. Review of data protection, data retention & privacy policies
15. Potential additional community use for Kings Worthy Community Centre
16. Adjustments to the office including wooden counter
17. Remuneration & staffing
 - Staff remuneration – potential additional benefits
 - Role of the Clerk & Deputy Clerk
18. Tubbs Hall – landlord’s responsibilities
 - Update on the fire doors at the entrance to Tubbs Hall
 - Meeting with Tubbs Hall Management Committee to discussed potential replacement automatic door closer and proposed sub-lease.
19. Potential change to accounting software
20. New website, email system and gov.uk domain.
21. Potential induction loop for meeting room
22. Legal issues
23. Items for inclusion in council communications
24. Responsible Finance Officer/Clerk’s Notices
25. Chairman’s Notice
26. Items for discussion at the next meeting on 17 April 2024