

## **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, 17 April 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 13 March 2024
5. Matters arising from the meeting held on 13 March 2024
6. Proposed new expenditure for Finance approval
  - Planning & Highways
  - Finance, Administration & Remuneration
    - New fire door for disabled toilet
  - Recreation & Amenities
    - Rationalisation of Parish Council bins
  - Communications
  - Grants

7. To receive the statement of accounts and management reports for period ended 31<sup>st</sup> March 2024 (including first draft end of year accounts)
8. Review of fees & charges
9. Review of Parish Council deposits
10. Review of asset register
11. To authorise the payment listing
12. Parish Council play areas –
  - Fraser Road play area repair works
13. Potential additional community use for Kings Worthy Community Centre
14. Adjustments to the office including wooden counter
15. Remuneration & staffing
  - Role of the Clerk & Deputy Clerk
16. Tubbs Hall – landlord’s responsibilities
  - Meeting with Tubbs Hall Management Committee to discuss potential replacement automatic door closer and proposed sub-lease.
17. New website, email system and gov.uk domain
18. Potential induction loop for meeting room
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 08 May 2024