

Finance, Administration & Remuneration Committee

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

You are summoned to attend the following meeting;

To be held on the Wednesday, 14 June 2023 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 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: To be elected

Clerk of the meeting: Christopher Read

Agenda

1. Apologies for Absence
2. Election of Chair
3. Election of Vice-Chair
4. 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]
5. Impact of COVID-19 (including meeting recommendations)
6. To agree and sign the Minutes of the Meeting held on 12 April 2023
7. Matters arising from the meeting held on 12 April 2023
8. Proposed new expenditure for Finance approval
 - Planning & Highways
 - Finance, Administration & Remuneration
 - Recreation & Amenities
 - Communications
 - Grants

9. To review the end of year accounts and Annual Governance and Accountability return (including associated documents) for the year ending 31 March 2023
10. To review the internal audit report for the year ending 31 March 2023
11. To receive the statement of accounts and management reports for period ended 30 April 2023
12. To receive the statement of accounts and management reports for period ended 31 May 2023
13. To authorise the payment listing
14. Lovedon Fields open space transfer – update including status and legal advice
15. Grounds Maintenance contract tender – including tender process
16. Parish Council play areas –
 - Fire at Fraser Road play area – update including temporary fencing
 - Eversley Park play area tender – update
17. Review of data protection policy – including potential data protection councillor
18. Potential additional community use for Kings Worthy Community Centre
19. Remuneration & staffing
 - Deputy Clerk training
 - Staff remuneration – potential additional benefits
 - Annual appraisals
20. Tubbs Hall – landlord’s responsibilities
 - Update on the fire doors at the entrance to Tubbs Hall (if available)
 - Proposed new sub-lease - update (if available)
21. Legal issues
22. Items for inclusion in council communications
23. Responsible Finance Officer / Clerk’s Notices
24. Chairman’s Notices
25. Items for discussion at the next Meeting on 19 July 2023