

Finance, Administration & Remuneration Committee

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

You are summoned to attend the following meeting;

To be held on the Wednesday, 12 June 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: To be elected

Clerk to the Council: 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 16 May 2024
7. Matters arising from the meeting held on 16 May 2024
8. Proposed new expenditure for Finance approval
 - Planning & Highways
 - Finance, Administration & Remuneration – Kitchen fire door replacement
 - Recreation & Amenities – Additional grass cutting
 - Communications
 - Grants – Winchester Womens Shed

9. To review and approve the amended asset register for the year ending 31 March 2024
10. To review and approve the final end of year accounts and the Annual Governance and Accountability return (including associated documents) for the year ending 31 March 2024
11. To review the internal audit report for the year ending 31 March 2024
12. To receive the statement of accounts and management reports for period ended 31 May 2024
13. Review of fees & charges for burial ground
14. To authorise the payment listing
15. Review of Parish Council deposits – Meeting with CCLA regarding the Public Sector Deposit Fund
16. Updates (if any):
 - Potential additional community use for Kings Worthy Community Centre
 - Adjustments to the office door
 - Meeting with Tubbs Hall Management Committee to discuss potential replacement automatic door closer and proposed sub-lease
 - Induction loop for the meeting room
17. Remuneration & staffing
 - Deputy Clerk annual leave
18. Tubbs Hall – landlord’s responsibilities
 - Fire door works update
19. Potential change of asset register software
20. New website, email system and gov.uk domain
21. Legal issues
22. Items for inclusion in council communications
23. Responsible Finance Officer/ Clerk’s Notice
24. Chairman’s Notice
25. Items for discussion at the next meeting on 17 July 2024