

## **Finance, Administration & Remuneration Committee**

**Committee members:** Councillors E. Fish, I. Gordon & Mandy Hallisey

**You are summoned to attend the following meeting;**

**To be held on the Wednesday, 13 November 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. Election of Vice-Chair
5. To agree and sign the Minutes of the Meeting held on 16 October 2024
6. Matters arising from the meeting held on 16 October 2024
7. Proposed new expenditure for Finance approval
  - Planning & Highways – Proposal for an additional speed sign from CIL funding
  - Finance, Administration & Remuneration
  - Recreation & Amenities
    - Review of quotations for replacement adult exercise equipment for Eversley Park Recreation Ground
  - Communications
  - Grants –

- Citizens Advice Winchester District
  - Public access defibrillator at Kings Charles Public House
8. To receive the statement of accounts and management reports for period ended 31 October 2024 including review of CCLA Public Sector Deposit Fund investment balance.
  9. To review the draft forecast outturn (2024/25) & budget (2025/26)
  10. To review and approve the payment listing
  11. Review of internal auditor including independence from the Council
  12. Updates (if any):
    - Adjustments to the office door
    - Induction loop for the meeting room
    - Potential electric vehicle charging points at Kings Worthy Community Centre
    - Review of Maintenance Technician's contract
    - Council storage facilities – Update on costs for potential solutions
    - Update on cyber training & payment/change of details policy
  13. Remuneration & staffing
    - Review and approval of pensions Discretions Policy
    - Annual pay review following agreement Local Government Pay Claim
    - Requests for unpaid leave including approval
    - Request for minor adjustment of office hours for Deputy Clerk
  14. Tubbs Hall – landlord's responsibilities
    - Sub-lease with Tubbs Hall Management Committee
    - Fire door works update
  15. Legal issues
  16. Items for inclusion in council communications
  17. Responsible Finance Officer/ Clerk's Notices
  18. Chairman's Notices
  19. Items for discussion at the next meeting on 11 December 2024