

26th March 2024

NOTICE OF MEETING

*The **Finance, Administration and Human Resources Committee** members are summoned to the meeting to be held on Tuesday 26th March 2024 at 7.00 pm in the Council Meeting Room.*

Members of the public are welcome to attend. To comment on an Agenda item please contact the RFO/Assistant Clerk by Tuesday 26th March at 9am.

Sam Booker
Responsible Financial Officer & Assistant Clerk

AGENDA

Mobile phones should be turned off for all meetings, thank you

1. Public Questions – no longer than 15 minutes
2. Apologies for absence
3. To receive Declaration of Interests from Members in respect of any matter on the Agenda
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.
4. To confirm the Minutes of the meeting of the 28th November 2023
5. Clerk's Report*
6. To consider staff pay increases from April 2024 (both step and scale increases)
7. To review updates of staff contracts in particular step maximum scale increases
8. Budget 2023/24
 - a. To review expenditure
 - b. To review the year end (expected final)
9. Annual Review of Financial Risk Assessment document
10. Consider allocating a £500 grant to Ashurst Wood Bonfire Society on a rolling yearly basis, as requested by the Bonfire Society
11. Any items for reporting or inclusion on future agenda
12. Date of next meeting

* see Clerk's report

** Attached papers

Copies of meeting papers are available on request from the Council office