

22nd March 2023

NOTICE OF MEETING

*The **Finance and Administration Committee** members are summoned to the meeting to be held on Tuesday 28th March 2023 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 28th 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 29th November 2022
5. Clerk's Report*
6. To consider staff pay increases from April 2023 (step / scale increases)
7. To review updates of staff contracts
8. Budget 2022/23
 - a. To review expenditure
 - b. To review the year-end (expected final)
9. Annual review of Financial Risk Assessment document.
10. Any items for reporting or inclusion on future agenda
11. Date of next meeting –

* see Clerk's report

** Attached papers

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