

25th March 2021

NOTICE OF MEETING

*The **Finance and Administration Committee** members are summoned to the meeting to be held on Tuesday 30th March at 7.00 pm on Zoom. Members of the public are welcome to attend. To comment on an Agenda item or obtain details about how to attend the meeting remotely, please contact the RFO/Assistant Clerk by Tuesday 30th March at 9am.*

Sam Booker
Responsible Financial Office & 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 17th November 2020
5. Clerk's Report*
6. To discuss the simplification of the approval of Wages / HMRC / Pension
7. To discuss and approve the End of Year spending for 2020/2021 and budgets for Year 2021/2022
8. To approve and make recommendation to the full Council the annual pay increments (as budgeted)
9. Any items for reporting or inclusion on future agenda
10. Date of next meeting –

* see Clerk's report

** Attached papers

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