

**Minutes of the Finance & General Purposes Committee  
held remotely on Monday 16 November 2020 at 6.30pm**

**Present:** Cllr Corlett-Shaw, Cllr Irven, Cllr Murphy (Chair) Cllr Westcott and Cllr Whetlor

**In attendance:** Sarah Reed, Town Clerk

**20/90C To receive Apologies for Absence (LGA 1972, section 85 (1):** Cllr Murphy proposed that *'the apologies given by Cllr Campbell is accepted'*. Seconded by Cllr Whetlor. Carried

**20/91C To receive Declarations of Interest:** None at this point

**20/92C Financial Matters:**

- (i) **Once per quarter, the Chair of the Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO, the contents to be noted by this Committee, as per regulation 2.2 – Noted**
- (ii) **All payments above £500.00 and below £5000.00 are itemised and reported to this Committee, as per regulation 4.1 - Noted and signed off by the Chair of the Committee**
- (iii) **All payments issued for payment outside of Full Council Meetings, shall be reported to this Committee, as per regulation 6.6 – Nothing to report**
- (iv) **Precept 2021–22 - To recommend the Committee budget for inclusion in the 2021-22 Precept – The RFO had circulated the Committees proposed budget spend for 20-21 together with budget recommendations for discussion prior to the meeting. A discussion ensued whereby Cllr Murphy proposed that *'the following recommendations are approved and a Committee budget of £18,200 is presented to Full Council in the January meeting as part of the Precept 2021-22 proposals'*. Seconded by Cllr Westcott. Carried**

1. **To note the Committee budget balance of £ 10,474, and the breakdown showing that 42% of the 2020-21 £18,200 budget has been spend and 58% is the remaining balance. The balance remains higher than government guidelines which is due in the main to tourism events supported by this Committee through financial grants being cancelled, and West Somerset advice not progressing the proposed Service Level Agreement due to the pandemic.**

2.

<b>Precept Recommendation</b>	<b>2021-22</b>
Corporate Grants	£5,000
Donations	£300
Cemetery Maintenance	£2,200
Insurance	£5,200
Software Licences	£1,000
Training	£500
WS Advice - SLA	£4,000
<b>Total</b>	<b>£18,200</b>

**20/93C Cemetery:**

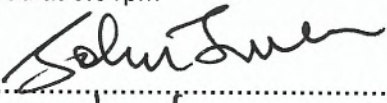
- (i) **To consider a request from a Watchet resident to pay for fees in financial instalments- The Clerk referred to a report from the Cemetery Administrator circulated to members prior to the meeting – a brief discussion ensued whereby Cllr Murphy proposed that *'permission is granted for the Cemetery fees to be paid in monthly instalments'*. Seconded by Cllr Corlett-Shaw. Carried**

Members wished it noted that any future requests relating to paying fees can be dealt with by the Cemetery Administrator under her delegation and do not need to be agreed at committee level, but appreciate as this was the first request of this nature received, that it was the correct action to bring it to the attention of members.



20/94C Matters for the next meeting:  
(i) Liaise with the Clerk

Meeting closed at 6.51pm

Signed:  .....

Dated: 9/12/20' .....