

**Minutes of the Finance & General Purposes Committee  
held remotely on Monday 19 October 2020 at 6.30pm**

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

**In attendance:** Sarah Reed, Town Clerk, Georgie Grant, Director of WCCT

**20/82C To receive Apologies for Absence (LGA 1972, section 85 (1):** Cllr Murphy proposed that *'the apologies given by Cllrs Bowden and Campbell are accepted'*. Seconded by Cllr Whetlor. Carried

**20/83C To receive Declarations of Interest:**

Name	Minute No:	Description of Interest	Personal / Prejudicial	Action Taken
Cllrs Murphy and Irven	20/84C	Directors of WCCT	Personal and Prejudicial	Councillors withdrew from the meeting and did not participate in the discussion and voting
Cllr Whetlor	20/84C	Former member of the Coronavirus Help Group	Personal	Councillor remained in the meeting and took part in the discussion and voting

As Cllrs Irven and Murphy had declared Personal and Prejudicial interests in this item, Cllr Westcott was asked to preside over the meeting, and they withdrew from the meeting at 6.32pm

**20/84C Presentation for a Financial Grant:**

- (i) Watchet Coastal Communities Team – Georgie Grant made the financial presentation on behalf of the WCCT. She gave some background on the "Meals on Wheels" service stating that until the COVID 19 lockdown, the service had been provided by Magna Housing who were no longer able to continue with the service provision. In March 2020, a team of volunteers, part of the Coronavirus Help Group took responsibility of delivering meals to people in Watchet and the local area. This was in close collaboration with Community Council Somerset via a Village Agent who worked hard to co-ordinate the service. When Magna confirmed that they could no longer provide the service, WCCT found that they did not have the ability to continue to fund the expenses of the volunteer drivers in the long term. Georgie Grant concluded that the reason for submitting the financial application to the Town Council for £1,500 allocated from the COVID ear marked reserve, equates to 50% of the funds needed for volunteer drivers petrol expenses for a 12month period, and the WCCT has applied to Williton Parish Council for the remaining 50%. The delivery of this invaluable service to vulnerable people in Watchet enables them to stay in their homes for longer and demonstrates how vital community action is in challenging times that we are all facing during the Coronavirus pandemic.

There then followed a question and answer session. The Clerk was asked why this grant was being allocated from the COVID ear marked reserve, and responded that this is a one off grant for a service affected by the pandemic, and does not adhere to the Council's financial policy for awarding grants, whereby a decision is made at the following meeting of the Committee.

The interim Chair thanked Georgie Grant for her presentation. A short discussion ensued, then Cllr Westcott proposed that ***'a one off grant of £1,500 is awarded to WCCT to enable the 'Meals on Wheels' service to continue for a 12 month period, and members would be interested to be updated if the remainder of the grant is secured through Williton Parish Council'***. Seconded by Cllr Whetlor. Carried

Georgie Grant left the meeting at 6.43pm

Cllrs Irven and Murphy were re-admitted to the meeting at 6.44pm, and Cllr Murphy resumed his position as Chair of the Committee.



**20/85C 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) Update on Staff training and associated costs – the Clerk reported that an opportunity has arisen for the Clerical Officer to sign up to do the Certificate in Council Administration (CILCA). The course is run by SALC and SLCC jointly under a training partnership. The cost is £350 for registration, and £275 for 6 tutorials run remotely over 6 consecutive months. The Clerk concluded that the training budget for 20-21 has a balance of £700. After a brief discussion Cllr Whetlor proposed that **'the Clerical Office is registered on the CILCA for a cost of £625 in total'**. Seconded by Cllr Irven. Carried.

**20/86C Cemetery:**

- (i) To consider requests for memorial benches – The Clerk had circulated prior to the meeting two requests for memorial benches together with the design of bench and location. Members were informed that the Groundsman in accordance with the Councils Cemetery Policy had met with the persons wishing to install the benches and had agreed suitable locations subject to permission.
  - Dianne Turner for her mother – Cllr Murphy proposed that **'permission is granted'**. Seconded by Cllr Irven. Carried
  - West Somerset Brass Band for former band member Robert Coles – Cllr Whetlor proposed that **'permission is granted'**. Seconded by Cllr Corlett-Shaw. Carried

**20/87C Exclusion of Press and Public**

***"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw"*** (Public Bodies (Admission to Meetings) Act 1960

Cllr Murphy proposed that ***'in view of the confidential nature of the business to be transacted that Standing Order 1c is invoked and the public are instructed to withdraw from the meeting'***. Seconded by Cllr Westcott. Carried

See Excluded Notes **20/35EX**

**20/88C Staffing Matters- Recommendations from the Personnel Committee:**


- (i) Admin Support Officer – to note the Appraisal report and outcomes – *circulated to members prior to the meeting as Appendix 3a*- Cllr Whetlor proposed that ***'the recommendation from the Personnel Committee to note the report and outcomes is approved'***. Seconded by Cllr Murphy. Carried.
- (ii) To review the salary increase for the Admin Support Officer role in accordance with the approved allocated budget for 2020-21 – *circulated to members prior to the meeting via Appendix 3b* – Cllr Murphy proposed that ***'the pay increase is approved and awarded in line with the allocated staffing budget for 2020-21'***. Seconded by Cllr Whetlor. Carried.

Cllr Murphy proposed ***'the re-admittance of the public to the meeting'***. Seconded by acclaim. Carried.

**20/89C Matters for the next meeting:**

- (i) Liaise with the Clerk

Meeting closed at 6.56pm

Signed: 

Dated: 