

Committee Members: Cllrs Bowden, Campbell, Corlett-Shaw, Irven, Murphy (Chair), Westcott, and Whetlor

6 December 2021

Dear Councillor

You are hereby summoned to attend the meeting of the **Finance & General Purposes Committee** to be held in the **Watchet Visitor Centre, Harbour Road, Watchet**, on **Monday 13 December 2021 @ 6.30pm** for the purpose of transacting the following business.

Members of the press and public are welcome to attend

Yours faithfully



Sarah Reed
Town Clerk

A G E N D A

- 21/160C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
- 21/161C To receive any **Declaration of Interests** under Watchet Town Council's Code of Conduct (adopted on 9 July 2012) issued in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI No: 1464
- 21/162C **Parish and Town Council Opening Up Safely and Reconnecting Communities Fund-** to consider applications from:
- (i) Watchet Sea Scouts
 - (ii) Watchet Bowling Club – *paperwork circulated prior to the meeting via **Appendix 1***
- 21/163C **Service Level Agreement with Citizens Advice:**
- (i) To appoint one member from the Committee to join the Chair and the Council representative on outside bodies to attend quarterly review meetings
- 21/164C **Financial Matters:**
- (i) Once per quarter, the Chair of this 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*
 - (ii) All payments above £500 and below £5,000 are itemised and reported to this Committee, *as per regulation 4.1 and displayed on the website*
 - (iii) All payments issued outside of Full Council Meetings, shall be reported to this Committee, *as per regulation 6.6*
 - (iv) **Annual subscription to Society of Local Council Clerks**– *see paperwork circulated to members prior to the meeting via **Appendix 2***
- 21/165C **Cemetery Matters:**
- (i) Donation of trees from a resident to be planted in the Garden of Remembrance – *circulated to members prior to the meeting via **Appendix 3***
 - (ii) To approve the Policy document for the 'Memorial Safety Inspection Process' – see **Appendix 3a**
 - (iii) To note the update report from the Cemetery Administrator on the Memorial Audit and actions – see **Appendix 3b**

- 21/166C **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)
- 21/167C **Staffing:**
(i) To consider the salaries element of the draft precept 2022/23– *working papers will be issued prior to the meeting as **Appendix 4a***
- 21/168C **Draft Precept 2022/23:**
To consider the draft precept for 2022-23 with a view to making recommendations to January Full Council meeting- *working papers will be issued prior to the meeting as **Appendix 4b***
- 21/169C **Matters for the next meeting** – no discussion or decisions made