

**Minutes of the Finance & Staffing Committee**  
**held on Monday 14 July 2022 at 6.30pm**

**Present:** Cllr Campbell, Cllr Ellwood, Cllr Irven, Cllr Murphy, (Chair), and Cllr Whetlor

**In attendance:** Jo Grellier, Deputy Town Clerk

**22/16C To receive Apologies for Absence (LGA 1972, section 85 (1):** Cllr Murphy proposed that '*the apologies given by Cllr Westcott are accepted*'. Seconded by Cllr Campbell. Carried

**22/17C To receive Declarations of Interest:**

Name	Minute No:	Description of Interest	Personal / Prejudicial	Action Taken
Cllr Irven	22/19C	Chair of Watchet Summertime	Personal & Prejudicial	Councillors withdrew from the meeting and did not participate in the discussion and voting

**22/18C To confirm and sign the Minutes of the Committee meeting held on 20 June 2022 (LGA 1972, Sch12 Para 41 (1) –** Cllr Murphy proposed that the '*minutes of the meeting held on the 20 June 2022 are accepted as a true and correct record*'. Seconded by Cllr Irven. Carried with 1 abstention.

Cllr Irven left the meeting at 6.41pm

**22/19C Presentation for a Financial Grant:**

(i) Watchet Community Cinema– *paperwork circulated prior to the meeting*

At the last Finance & Staffing meeting Molly Quint attended to provide a presentation requesting £400 towards the cost of financing an open -air event during the Watchet Summertime Festival, showing the family film 'The Greatest Showman' on the Esplanade on the 18 August 2022. The Committee discussed the request and Cllr Whetlor proposed '*the Committee approve the request and grant £400 to Watchet Summertime to support this event*'. Seconded by Cllr Campbell. Carried.

Cllr Irven returned to the meeting at 6.44pm

**22/20C 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**
- (iii) **All payments issued for payment outside of Full Council Meetings, shall be reported to this Committee, as per regulation 6.6 – Noted and signed off by the Chair**
- (iv) **To purchase the new 12th edition of 'Arnold Baker- on local council administration' –**  
The Deputy Clerk recommended the purchase of the new 12<sup>th</sup> edition of 'Arnold Baker- on local council administration' at a discount rate through SLCC for £119.  
Cllr Murphy proposed that '*the Committee approve the purchase of the new edition*'. Seconded by acclaim. Carried.

**22/21C Exclusion of the 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 '**due to the confidential nature of the business to be transacted, Standing Order (1d) is invoked, and the public and press are instructed to withdraw**'.  
Seconded by Cllr Whetlor. Carried.

Due to the Deputy Clerk's Probation review being discussed by members, the Deputy Clerk left the meeting at 6.46pm and the minutes were recorded by Cllr Murphy as Chair.

**See Excluded Notes 22/02EX**

**22/22C Recommendations from the Personnel Committee:**

- (i) To note the probation reviews of:
- Deputy Clerk
  - Asset Co-ordinator

The Committee discussed and noted the probation reviews circulated to the Personnel Committee prior to the meeting. The deputy Clerk returned to the meeting at 6.57pm after members had completed their discussion on her probation review.

Cllr Murphy proposed the '**re-admittance of the public**'. Seconded by Cllr Whetlor. Carried.

**22/23C Matters for the next meeting:**

- (i) Liaise with the Clerk  
(ii) Approval of the Minutes from the previous meeting  
(iii) Grant request

Meeting closed at 6.58pm

Signed: .....



Dated: .....

22 SEPTEMBER 2022