

**Minutes of the Finance & Staffing Committee  
held on Monday 17 October 2022 at 6.30pm**

**Present:** Cllr Ellwood, Cllr Irven, Cllr Murphy, (Chair), Cllr Ward and Cllr Westcott

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

**22/31C To Receive Apologies for Absence:** (LGA 1972, section 85 (1))

As Chair Cllr Murphy proposed that **'the apologies given by Councillors Campbell and Whetlor are accepted'**. Seconded by Cllr Ellwood. Carried.

**22/32C 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 –

Name	Minute No:	Description of Interest	Personal / Prejudicial	Action Taken
Cllr Westcott	22/35C	Friend of the applicant	Personal	Councillors remained in the meeting and participated in the discussion and voting
Cllr Irven	22/35C	Works with the applicant as a co-trustee of the Quantock Foodbank	Personal	

**22/33C To confirm and sign the Minutes of the meeting held on 22 September 2022-** *circulated to members prior meeting via Appendix 1-* (LGA 1972, Sch 12 Para 41) - Cllr Murphy proposed that **'the minutes of the meeting held on 22 September 2022 are approved as a true and accurate record'**. Seconded by Cllr Westcott. Carried.

**22/34C Presentation for a Financial grant:**

- (i) WACET High Street Christmas Event – the Clerk informed members that this application had been withdrawn.

**22/35C Application for a grant:**

- (i) The Salvation Army – *paperwork circulated to members prior to the meeting* – members commented that the 'Winter Warmth Programme' was a great initiative, and they would support it by awarding a grant of £100 subject to a budget forecast being submitted in line with the Councils financial policy for awarding financial grants, proposed by Cllr Ellwood, seconded by Cllr Irven. Carried.

**22/36C 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

**22/37C Update from the Personnel Committee:**

- (i) New Admin Support Officers post – Cllr Murphy as Chair of the Personnel Committee reported:

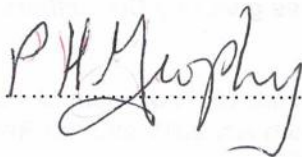
*PHM*

- 8 applications had been received by the deadline date of the 7 October 2022
- 6 applicants have been shortlisted for interview.
- Interview dates are Wednesday 19 October and Thursday 20 October 2022.
- Personnel Committee meeting on Monday 24 October 2022 to make a decision.
- The Town Council will be informed at the November meeting of the successful applicant.
- Contract and Staff Handbook will come to the next meeting for information.

**22/38C Matters for the next meeting – no discussion or decisions made**

- Financial presentation for a grant by the Carnival Committee
- Liaise with the Clerk

Meeting closed at 6.55pm

Signed..... 

Date..... 22 NOVEMBER 2022