

**Committee Members:** Cllrs Campbell, Ellwood, Irven, Murphy (Chair) Ward, Westcott, and Whetlor

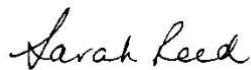
15 November 2022

Dear Councillor

You are hereby summoned to attend the meeting of the **Finance & Staffing Committee** to be held in the **Watchet Visitor Centre, Harbour Road, Watchet**, on **Monday 21 November 2022 @ 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

## AGENDA

- 22/39C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
- 22/40C **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
- 22/41C **To confirm and sign the Minutes of the meeting held on 17 October 2022-** *circulated to members prior to the meeting via **Appendix 1*** (LGA 1972, Sch 12 Para 41)
- 22/42C **Presentation for a financial grant:**
- (i) Carnival Committee - 2023 Carnival Parade – *paperwork circulated prior to the meeting*
- 22/43C **Application for a grant:**
- (i) WACET – to support 'Late Night Extravaganza' - *paperwork circulated prior to the meeting*
- 22/44C **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*
- 22/45C **Update from the Personnel Committee:**
- (i) New Admin Support Officer post – *verbal report given at the meeting*
- 22/46C **Staffing Policies:**
- (i) To adopt 'Staff Handbook' and new addendums relating to:
    - a. Training & Development
    - b. Health & Safety
    - c. Parental Leave Policy – *paperwork circulated prior to the meeting via **Appendix 2***
- 22/47C **Matters for the next meeting** – no discussion or decisions made