

**Minutes of the Finance & Staffing Committee
held on Monday 16 January 2023 at 6.30pm**

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

In attendance: Sarah Reed, Town Clerk,

- 23/58C To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
As Chair Cllr Murphy proposed that **'the apologies given by Councillor Irven is accepted'**. Seconded by Cllr Campbell. Carried.
- 23/59C 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 – **None at this point**
- 23/60C To confirm and sign the Minutes of the meeting held on 12 December 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 12 December 2022 are approved as a true and accurate record'**. Seconded by Cllr Whetlor. Carried.
- 23/61C 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 approve earmarked reserves for 2023-24 – circulated via Appendix 2 – Cllr Murphy proposed 'that ear marked reserves for 2023-24 are set at £127,039.75. Seconded by Cllr Whetlor. Carried.**
- 23/62C 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 Ellwood. Carried.
- 23/63C Staffing:**
- (i) **To note the Clerk's Appraisal review presented by the Personnel Committee - paperwork circulated via Appendix 3**
- See Excluded notes **23/06EX**
Members agreed to support the recommendations outlined in the Clerks appraisal review.
- Cllr Murphy proposed **'the re-admittance of the public to the meeting'**. Seconded by acclaim. Carried.
- 23/64C Matters for the next meeting – no discussion or decisions made**
- Liaise with the Clerk

Meeting closed at 6.46pm

