

**Minutes of the Finance & Staffing Committee  
held on Thursday 16 February 2023 at 6.00pm**

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

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

- 23/65C To Receive Apologies for Absence:** (LGA 1972, section 85 (1))  
As Chair Cllr Murphy proposed that **'the apologies given by Councillors Ellwood and Ward are accepted'**. Seconded by Cllr Campbell. Carried.
- 23/66C 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**
- 23/67C To confirm and sign the Minutes of the meeting held on 16 January 2023-** *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 16 January 2023 are approved as a true and accurate record'**. Seconded by Cllr Whetlor. Carried.
- 23/68C 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.
- 23/69C 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 Westcott. Carried.
- 23/70C Staffing:**
- (i) To review staffing salary increases in accordance with the approved allocated budget for 2023-24 - *paperwork circulated via Appendix 2*
- See Excluded notes **23/08EX**  
Members agreed to award the staffing salary increases as outlined in the 2023-24 approved budget.
- Cllr Murphy proposed **'the re-admittance of the public to the meeting'**. Seconded by Cllr Irven. Carried.
- 23/71C Matters for the next meeting** – no discussion or decisions made
- Liaise with the Clerk

Meeting closed at 6.08pm



Signed.....*PKM Murphy*.....

Date.....*20 Feb'23*.....