


Minutes of the Finance & Staffing Committee
held on Thursday 20 March 2023 at 6.30pm


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

In attendance: Sarah Reed, Town Clerk,

- 23/72C To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
As Chair Cllr Murphy proposed that **'the apologies given by Councillors Irven and Whetlor are accepted'**. Seconded by Cllr Ellwood. Carried.
- 23/73C 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**
- 23/74C To confirm and sign the Minutes of the meeting held on 16 February 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 February 2023 are approved as a true and accurate record'**. Seconded by Cllr Westcott. Carried with 3 votes for and 1 abstention.
- 23/75C 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.
- 23/76C 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.
- 23/77C Recommendations from the Personnel Committee:**
- (i) To note the Probation Review for the Admin Support Officer post
 - (ii) To approve the 'Written Statement of Employment' for the Admin Support Officers post, *circulated via Appendix 2*
- See Excluded notes **23/09EX**
- Members agreed to note the Probation Review for the Admin Support Officers post, and approve the recommendations contained within relating to a 2-year fixed contract offer for the post, and to approve the 'Written Statement of Employment'.
- Cllr Murphy proposed **'the re-admittance of the public to the meeting'**. Seconded by Cllr Ellwood. Carried.
- 23/78C Matters for the next meeting** – no discussion or decisions made
- Liaise with the Clerk

Meeting closed at 6.45pm



Signed..... 

Date..... 24 April 2023