

**Minutes of the Finance & Staffing Committee**  
**held on Monday 24 April 2023 at 6.30pm**

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

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

- 23/79C 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.
- 23/80C 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**
- 23/81C To confirm and sign the Minutes of the meeting held on 20 March 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 20 March 2023 are approved as a true and accurate record'***. Seconded by Cllr Ellwood. Carried with 3 votes for and 1 abstention.
- 23/82C 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.
- 23/83C Cashplus Business Expense Card:**
- (i) To consider applying for an expense card for purchasing petrol for Grounds vehicles – *report circulated via Appendix 2* – After a brief discussion where the Clerk outlined the benefits of the card, Cllr Ellwood proposed that ***'the Cashplus card application is approved'***. Seconded by Cllr Murphy. Carried.
- 23/84C 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 Irven. Carried.
- 23/85C Recommendations from the Responsible Financial Officer:**
- (i) Admin Support Officer – pension enrolment draft letter for approval.
  - (ii) To approve the employers pension contribution as outlined in **Appendix 3**.
- See Excluded notes **23/10EX**

Members agreed to approve the pension enrolment letter for the Admin Support Officer and approve the employers pension contribution at 5%, if the employee decides to 'opt in' to the automatic pension enrolment scheme.


Cllr Murphy proposed ***'the re-admittance of the public to the meeting'***. Seconded by Cllr Westcott. Carried.

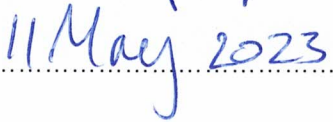


**23/86C Matters for the next meeting – no discussion or decisions made**

- Liaise with the Clerk
- Insurance premium renewal for 2023-24

Meeting closed at 6.44pm

Signed.....  .....

Date.....  .....