

Committee Members: To be confirmed.

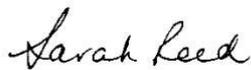
4 May 2023

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 **Thursday 11 May 2023 @ 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

- 23/87C **To elect a Chair of the Committee:**
- 23/88C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
- 23/89C **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
- 23/90C **To confirm and sign the Minutes of the meeting held on 24 April 2023-** *circulated to members prior to the meeting via **Appendix 1-*** (LGA 1972, Sch 12 Para 41)
- 23/91C **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*
 - (iv) To approve the insurance premium for 2023-24 – circulated as **Appendix 2** prior to the meeting
- 23/92C **Appointment of Committees:**
- (i) **Personnel Committee** – to appoint 1 member to join the Chair of Committee and Chair of Council
 - (ii) **Assets Committee** – to appoint 1 member to join the Chair of Committee
- 23/93C **Matters for the next meeting** – no discussion or decisions made