

**Minutes of the Finance & Staffing Committee
held on Monday 19 June 2023 at 6.30pm**

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

In attendance: Sarah Reed, Town Clerk, 2 members, Watchet Summertime Committee

23/01C To Receive Apologies for Absence: (LGA 1972, section 85 (1))

Cllr Murphy proposed that *'the apologies given by Cllrs Campbell & Ellwood are accepted.*
Seconded by Cllr Whetlor. Carried.

23/02C 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 –

Name	Minute No:	Description of Interest	Personal / Prejudicial	Action Taken
Cllr Irven	22/04C(i)	Ex-member of Summertime	Personal	Councillors remained in the meeting and participated in the discussion and voting.
Cllr Westcott	22/04C (ii)	Member of Community Cinema Committee	Personal	
Cllr Whetlor	22/04C (ii)	Founder member of the Community Cinema	Personal	

23/03C To confirm and sign the Minutes of the meeting held on 11 May 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 11 May 2023 are approved as a true and accurate record with amendments'*.
Seconded by Cllr Whetlor. Carried.

23/04C Financial Presentation for a Grant:

- (i) Watchet Summertime – application and accounts circulated via **Appendix 2a-** Acting Chair of the organisation and another member gave some background to the event and the proposed schedule, together with the Committees aims for the future. The grant request was for £500. After a question-and-answer session, members requested that a more detailed application is re-submitted showing specifically what the grant will be spent on.

The members of the Summertime Committee were thanked for their presentation and informed by the Chair that a decision will be made at the next meeting in line with the Councils financial policy.

Both members left at 6.41pm

- (ii) Watchet Community Cinema – application and accounts circulated via **Appendix 2b** – Cllr Westcott as a Cinema Committee member informed members that although 'Under the Stars' outdoor cinema event falls under the umbrella of the Watchet Summertime Festival, this is a stand-alone event organised and funded by the Cinema organisers. This is a very popular event with residents and visitors alike, but will cost this year £1,643.75 to put on, with the main cost being the hire of the outdoor cinema equipment from 'Skylight'. The grant request is for £500 towards the specialised outdoor cinema equipment. There then followed a question-and-answer session.

Cllr Westcott was thanked for his presentation and informed by the Chair that a decision will be made at the next meeting in line with the Council financial policy.



23/05C 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.

23/06C Citizens Advice Somerset:

- (i) To note the merger information – circulated via **Appendix 3** – noted.
- (ii) Review of the current Service Level Agreement (SLA) - Clerks report circulated via **Appendix 4**
A brief discussion ensued whereby Cllr Irven proposed that **'the recommended amendments from the Clerk are approved, with a special note made to 'Review Meetings' – to be attended by two appointed representatives by the Finance & Staffing Committee, to include the Chair and the Council representative'**. Seconded by Cllr Whetlor. Carried

Cllr Murphy proposed that **'in the event of the Council representative not being able to attend, a substitute is appointed'**. Seconded by Cllr Brake. Carried

Cllr Irven proposed that the **'substitute member appointed is Cllr Brake'**. Seconded by Cllr Westcott. Carried.

23/07C Matters for the next meeting – no discussion or decisions made

- Liaise with the Clerk

Meeting closed at 7.10pm

Signed.....



Date.....

11/7/23