

Minutes of the Finance & Staffing Committee
held on Tuesday 11 July 2023 at 6.30pm

Present: Cllr Brake, Cllr Campbell, Cllr Irven, Cllr Murphy, (Chair), Cllr Westcott

In attendance: Sarah Reed, Town Clerk, 3 members, Seeds of Hope

23/08C To Receive Apologies for Absence: (LGA 1972, section 85 (1))
Cllr Murphy proposed that ***'the apologies given by Cllr Whetlor are accepted.'***
Seconded by Cllr Brake. Carried.

23/09C 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	23/12C(i)	Ex-member of Summertime Committee	Personal	Councillor remained in the meeting and participated in the discussion and voting.
Cllr Westcott	23/12C (ii)	Member of Community Cinema Committee	Personal & prejudicial	Cllr withdrew from the meeting and did not participate in the discussion and voting.

23/10C To confirm and sign the Minutes of the meeting held on 19 June 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 19 June 2023 are approved as a true and accurate record'***. Seconded by Cllr Brake. Carried.

23/11C Financial Presentation for a Grant:

- (i) Seeds of Hope –application and accounts circulated via **Appendix 2-** Co-founder of the CIC and another member gave some background to the not-for-profit social enterprise which helps to support people with mental health problems through recovery-based social and therapeutic horticulture. The group in Watchet comprises of up to 10 people, and the annual cost of running the enterprise is £15,000. The CIC is requesting a grant of £1,000. After a question-and-answer session, members raised queries with the groups accounts, and it was agreed that the Clerk would submit members queries for clarification purposes.

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

All members left at 6.45pm

23/12C Financial Grant Applications – decisions required

- (i) Watchet Summertime – the organisation had resubmitted its application with a specific cost and quotation towards staging. Cllr Murphy proposed ***'that a grant of £400 is awarded'***. Seconded by Cllr Irven. Carried with 4 votes for and 1 abstention.

(ii) Watchet Community Cinema: –
Cllr Westcott having declared a personal and prejudicial interest in this item, withdrew from the meeting at 6.55pm.

Cllr Irven proposed ***'that a grant of £400 is awarded'***. Seconded by Cllr Campbell. Carried.
Cllr Westcott returned to the meeting at 6.58pm



23/13C 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.**

23/14C 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.

23/15C Staffing:

- (i) To note the Admin Support Officers 6-month review presented by the Personnel Committee – circulated via **Appendix 4** – members noted the review report.

See Excluded notes 23/14EX

Cllr Murphy proposed **‘the re-admittance of the public to the meeting’**. Seconded by Cllr Irven. Carried.

23/16C Matters for the next meeting – no discussion or decisions made

- Liaise with the Clerk

Meeting closed at 7.17pm

Signed.....

Date.....
