

Committee Members: Cllr Brake, Cllr Campbell, Cllr Ellwood, Cllr Irven, Cllr Murphy (Chair), Cllr Westcott and Cllr Whetlor

31 August 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 **Wednesday 6 September 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

- 23/17C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
- 23/18C **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
- 23/19C **To confirm and sign the Minutes of the meeting held on 11 July 2023-** *circulated to members prior to the meeting via **Appendix 1*** (LGA 1972, Sch 12 Para 41)
- 23/20C **Financial Presentations for a Grant:**
- (i) Watchet War Memorial Ground Management Committee – *paperwork circulated prior to the meeting via **Appendix 2***
- 23/21C **Financial Grant Applications – decisions required**
- (i) Seeds of Hope
- 23/22C **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*
- 23/23C **Exclusion of Press and 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)
- 23/24C **Recommendations from the Personnel Committee:**
- (i) To recommend to Full Council the employment pack for the Clerk's position – **See Appendix 2a**
- (ii) To approve the revised job descriptions for office staff – **See Appendix 2b**
- 23/25C **Matters for the next meeting** – no discussion or decisions made