

Minutes of the Finance & Staffing Committee
held on Wednesday 6 September 2023 at 6.30pm

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

In attendance: Sarah Reed, Town Clerk,

- 23/17C To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
Cllr Murphy proposed that *'the apologies given by Cllrs Ellwood and Whetlor are accepted'*.
Seconded by Cllr Campbell. Carried.
- 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 – **None at this point**
- 23/19C To confirm and sign the Minutes of the meeting held on 11 July 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 July 2023 are approved as a true and accurate record'*. Seconded by Cllr Westcott. Carried.
- 23/20C Financial Presentation for a Grant:**
- (i) Watchet War Memorial Ground Management Committee- due to the need for current quotations for repair work, members agreed to defer this matter to the next meeting.
- 23/21C Financial Grant Applications – decision required**
- (i) Seeds of Hope- after a brief discussion, Cllr Westcott proposed *'the Councils financial policy does not support a grant towards the operational costs of an organisation, but a specific item or materials to assist the project. The clarification given to members queries on the organisation's accounting position, did not adequately address the points raised, and there remains a concern regarding the level of personnel costs. However, members recognise the benefit of this project to a small percentage of the Watchet community and approve a donation of £100 towards material costs for those living in Watchet and involved in the project.'* Seconded by Cllr Campbell. Carried.
- 23/22C 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.**
- 23/23C 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 Campbell. Carried.
- 23/24C Recommendations from the Personnel Committee:**
- (i) To recommend to Full Council the employment pack for the Clerk's position- circulated via **Appendix 2a**
- (ii) To approve the revised job descriptions for office staff – circulated via **Appendix 2b**
Members approved Appendices 2a and 2b.

See Excluded notes 23/16EX



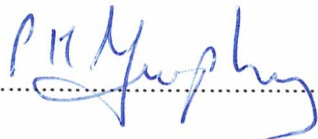
Cllr Murphy proposed '*the re-admittance of the public to the meeting*'. Seconded by Cllr Irven. Carried.

23/25C Matters for the next meeting – no discussion or decisions made

- Liaise with the Clerk

Meeting closed at 7.00pm

Signed.....



Date.....

16 OCT 2023