

Minutes of the Finance & Staffing Committee
held on Monday 16 October 2023 at 6.30pm

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

In attendance: Sarah Reed, Town Clerk,

23/26C To Receive Apologies for Absence: (LGA 1972, section 85 (1))
Cllr Murphy proposed that ***'the apologies given by Cllrs Brake and Whetlor are accepted.'***
Seconded by Cllr Campbell. Carried.

23/27C 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	23/29C	Financial Director for WCCT	Personal	Councillor remained in the meeting and participated in the discussion and voting.

Cllr Murphy proposed that the ***'order of business is changed on the agenda and item 23/29C is the next item considered'***. Seconded by Cllr Ellwood. Carried.

23/29C Financial Presentation for a Grant:

- (i) Watchet War Memorial Ground Management Committee- *paperwork circulated prior to the meeting via **Appendix 2-** The Chair of the WWMGMC introduced himself as Jim Nicholas and gave the background on why the grant is needed for emergency repairs to the roof of the spectators stand on the north side of the ground, temporary repair to the roof of the pavilion, and temporary repair to the wooden uprights at the pavilion entrance. Photographs and quotations were presented to the Committee to substantiate the grant request of £1,754.00. There then followed a question-and-answer session.*

The Chair of the Committee, thanked the Chair of the WWMGMC for his presentation and informed that a decision will be made at the next meeting in line with the Councils financial policy.

Jim Nicholas left the meeting at 6.46pm.

23/28C To confirm and sign the Minutes of the meeting held on 6 September 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 6 September 2023 are approved as a true and accurate record, with the following amendment to the excluded notes 'Cllr Murphy would like an apology to Cllr Whetlor put on record, he omitted to send her a copy of the responses to queries she had submitted in relation to the appointment of the Clerk's post, they were circulated at the meeting, but Cllr Whetlor was not in attendance and had not had sight of the responses until the draft minutes were issued, this was an oversight on his part'***. Seconded by Cllr Campbell.
Carried.*

23/30C 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.**

23/31C Matters for the next meeting – no discussion or decisions made

- Liaise with the Clerk

Meeting closed at 6.59pm

Signed..... 

Date..... 20 November 2023