

**Minutes of the Asset Management Committee  
held on Thursday 7 December 2023 @ 6.30pm**

**Present:** Cllr Brake, Cllr Irven (Chair), Cllr Murphy, and Cllr Whetlor  
**In attendance:** Sarah Reed, Town Clerk,

23/31D **To receive Apologies for Absence** (LGA 1972, section 85 (1))  
Cllr Irven proposed that **'Apologies given by Cllrs Campbell, Richards, Terrett and Whetlor are accepted.'** Seconded by Cllr Brake. Carried with 3 votes for and 1 abstention.

23/32D **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: 146.

Name	Minute No:	Description of Interest	Personal / Prejudicial	Action Taken
Cllrs Irven, Murphy & Whetlor	23/35D (i)	Members of WLF	Personal	Councillors remained in the meeting and participated in the discussion and voting.

23/33D **To confirm and sign the minutes of the meeting held on 16 November 2023** and adopt the Resolutions and Recommendations contained therein. (LGA 1972, SCH12 Para 41 (1)) (*paperwork issued prior to meeting via **Appendix 1***).  
Cllr Irven proposed that **'the minutes of the meeting held on 16 November 2023 are approved as a true and accurate record.'** Seconded by Cllr Brake. Carried with 3 votes for and 1 abstention.

23/34D **Watchet Cemetery:**  
(i) Update on the breach in regulations- *circulated via **Appendix 2*** –the Clerk reported - the attached letter as agreed at the last meeting has been sent out to those deed holders who have been identified as breaching the Cemetery Policy. The Cemetery Administrator liaised with grounds staff and have ascertained that 74 in total are in breach. The breaches are in the main for laying plastic flowers on the graves. Since the ban of single use plastics on the 1 October 2023, the policy has been amended to include silk flowers. Staff will keep a monitoring brief on this matter to ensure that all breaches are addressed and resolved.

23/35D **Watchet Library:**  
(i) To consider the purchase of a 'Sum-up' machine for card transactions - paperwork *circulated via **Appendix 3***- the Clerk presented a quotation for a sum up machine, to enable Watchet Library staff to take card payments. It was agreed at the recent CLP meeting that Watchet Town Council would explore this purchase. Having communicated with the library staff, they do not need a machine that produces a receipt, so the 'Sum-up Solo' is the recommended machine for this use. After a brief discussion, Cllr Murphy proposed that **'a budget of up to £90 is approved to purchase a 'Sum-up' machine'**. Seconded by Cllr Whetlor. Carried.

23/36C **Matters for the next meeting** – no discussion or decisions made

- Building damp and other maintenance issues
- Liaise with Clerk

Meeting closed at 6.36pm.



Signed.....

*Eden Turner*

Date.....

11/1/24