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

8 January 2024

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 **Monday 15 January 2024 @ 6.30pm** for the purpose of transacting the following business.

Members of the press and public are welcome to attend.

Yours faithfully

Joanne Grellier
Town Clerk

AGENDA

24/54C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1)

24/55C **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

24/56C **To confirm and sign the Minutes of the meeting held on 11 December 2023-** *circulated to members prior to the meeting via **Appendix 1***- (LGA 1972, Sch 12 Para 41

24/57C **Financial Application for a Grant:**
  (i) Watchet Carnival Committee – *decision required.*

24/58C **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*
  (iv) To approve earmarked reserves for 2024-25 – circulated prior to the meeting via **Appendix 2**

24/59C **Policy review and adoption:**
  (i) **Risk Management** – circulated via **Appendix 3a**
  (ii) **Financial Regulations -** circulated via **Appendix 3b**

24/60C **Matters for the next meeting –** no discussion or decisions made