

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

12 February 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 19 February 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

- 24/61C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
- 24/62C **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
- 24/63C **To confirm and sign the Minutes of the meeting held on 15<sup>th</sup> January 2024** - *circulated to members prior to the meeting via **Appendix 1*** - (LGA 1972, Sch 12 Para 41)
- 24/64C **Financial presentations for a Grant:**
- (i) Knights Templar Community School Association – *paperwork circulated prior to the meeting via **Appendix 2***
  - (ii) Watchet Conservation Society - *paperwork circulated prior to the meeting via **Appendix 3***
- 24/65C **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 – verbal update from the Clerk on the removal of this item from the Committee agenda and instead addressed at Full Council
- 24/66C **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)
- 24/67C **Staffing:**
- (i) To review staffing salary increases in accordance with the approved allocated budget for 2024-25  
Clerks report *circulated prior to the meeting as **Appendix 4***
  - (ii) To approve further consultancy work regarding further training of staff – update from Clerk
- 24/68C **Policy review and adoption:**
- (i) **Financial Regulations** - circulated via **Appendix 5**
- 24/69C **Matters for the next meeting** – no discussion or decisions made