

Minutes of the Finance & Staffing Meeting
held on Monday 19th February 2024 at 6.30pm

Present: Cllr Brake, Cllr Irven, Cllr Murphy (Chair), Cllr Westcott, and Cllr Whetlor

In attendance: Jo Grellier - Town Clerk, Annie Robinson - Deputy Clerk, Lucy Corlett-Shaw as representative Conservation Society, Jenny Thomas as representative KTSCA

24/61C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
Cllr Murphy proposed that '**apologies given by Cllr Campbell are accepted**'. Seconded by Cllr Whetlor. Carried.

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

Name	Minute no	Description of Interest	Personal & Prejudicial	Action
Cllr Whetlor	24/64C (ii)	Conservation Committee member	Personal	Remained in the meeting and took part in the discussion and voting
Cllr Brake	24/64C (i) KTSCA	Neighbour	Personal	Remained in the meeting and took part in the discussion and voting
Cllr Irven	24/64C (i) KTSCA	User of facility	Personal	Remained in the meeting and took part in the discussion and voting

24/63C **To confirm and sign the Minutes of the meeting held on 15th January 2024-** *circulated to members prior to the meeting via Appendix 1-* (LGA 1972, Sch 12 Para 41)
Cllr Murphy proposed that '**the Finance & Staffing minutes of the 15th January 2024 meeting are a true and accurate record**'. Seconded by Cllr Brake. Carried. 1 abstention.

24/64C **Financial presentations for a Grant:**

- (i) Knights Templar School Community Association – *paperwork circulated prior to the meeting via Appendix 2*
The Committee were addressed with a presentation by Knights Templar School Community Association. KTSCA requested assistance in a financial grant of £783.60 in support of funding the replacement of a hot water circulation pump for the Community Swimming pool. Cllr Murphy thanked KTSCA for their presentation. The Representative left the meeting at 6.44pm.
- (ii) Watchet Conservation Society - *paperwork circulated prior to the meeting via Appendix 3*
The Committee were addressed with a presentation by Watchet Conservation Society regarding the manufacture and replacement of the Victorian Pleasure Ground Presentation Board. WCS requested assistance in a financial grant of £650.00. Cllr Murphy thanked WCS for their presentation.

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* – Members noted.
- (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*. – Members noted and signed off by the Chair.
- (iii) All payments issued outside of Full Council Meetings, shall be reported to this Committee, *as per regulation 6.6* – verbal update from the Clerk on the removal of this item from the Committee Agenda and instead addressed at Full Council. Members noted.



The representative for WCS left the meeting at 18.54pm.

24/66C **Exclusion of Press and Public:**

"That in the 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

At 6.54pm Cllr Murphy proposed that "**due to the confidential nature of the business to be transacted standing order (3d) is invoked, and the public are instructed to withdraw**". Cllr Whetlor seconded. Carried. 1 member of public left the meeting.

See Excluded notes **24/22EX**

24/67C **Staffing:**

- (i) To review staffing salary increases in accordance with the approved allocated budget 2024-25
Clerks report *circulated prior to the meeting as Appendix 4*
The Clerk updated the Committee on the proposed staff salary increases for 2024/25.
- (ii) To approve further consultancy work regarding further training of staff – update from Clerk
The Clerk updated the committee on recommendations for continued staff/Clerk consultancy training.
Due to the high level of topics to cover within the pre-agreed handover, many are still outstanding.

24/68C **Policy review and adoption:**

- (i) Financial Regulations - circulated via **Appendix 5**
Financial Regulation advice from SALC was recommended along with a report from the Clerk/RFO. The amended financial regulations policy will be reported at next Full Council.

Cllr Murphy proposed that **'the readmittance of the press and public is permitted'**. Seconded by Cllr Irven. Carried.
Public readmitted at 7.12pm.

24/60C **Matters for the next meeting – tbc**

- KTSCA and WCS grant applications
- Liaise with Clerk

Meeting closed at 7.14pm.

