

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

15<sup>th</sup> April 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 22<sup>nd</sup> April 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

- 24/76C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
- 24/77C **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
- 24/78C **To confirm and sign the Minutes of the meeting held on 18<sup>th</sup> March 2024** - *circulated to members prior to the meeting via **Appendix 1***- (LGA 1972, Sch 12 Para 41
- 24/79C **Financial application for a Grant presentation:**  
(i) Watchet 1940's Homefront Group – *paperwork circulated prior to the meeting via **Appendix 2***
- 24/80C **Staffing:**  
(i) Increase in staffing hours report & recommendation - *Clerk report to be tabled at the meeting*
- 24/81C **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. – tabled at the meeting*
- 24/82C **Matters for the next meeting** – no discussion or decisions made