

**Minutes of the Finance & Staffing Meeting  
held on Monday 22<sup>nd</sup> April 2024 at 6.30pm**

**Present:** Cllr Brake, Cllr Campbell, Cllr Irven, Cllr Murphy (Chair), Cllr Whetlor

**In attendance:** Jo Grellier - Town Clerk

24/76C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))  
Cllr Murphy proposed that **'apologies given by Cllr Westcott are accepted'**. Seconded by Cllr Whetlor.  
Carried.

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

Name	Minute no	Description of Interest	Personal & Prejudicial	Action
None				

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)  
Cllr Murphy proposed that **'the Finance & Staffing minutes of the 18<sup>th</sup> March 2024 meeting are a true and accurate record'**. Seconded by Cllr Campbell. Carried.

24/79C **Financial application for a Grant presentation:**

- (i) Watchet 1940's Homefront Group – *paperwork circulated prior to the meeting via Appendix 2*  
The Committee were addressed with a presentation by Fiona Payne, representing the Watchet 1940's Homefront group who apologised on behalf of Nigel Godden, Chair of the group, who was unable to attend due to another engagement.  
Watchet 1940's Homefront Group requested assistance in a financial grant of £1000 towards the cost of employing two street acts. A question & answer session ensued. Cllr Murphy thanked Fiona for her presentation. The Representative left the meeting at 6.50pm.

24/80C **Staffing:**

- (i) Increase in staffing hours report & recommendation - *Clerk report to be tabled at the meeting*  
The Clerk updated the Committee on interim plans for finance and staffing. Cllr Murphy proposed that **'the Committee recommend to Full Council at the May Annual Council Meeting that an overtime budget to a maximum of £1500 per month is approved until 1<sup>st</sup> July 2024 to monitor additional hours required, and a report produced for consideration by the Committee at the end of the review period'** Seconded by Cllr Whetlor. Carried.

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*  
The Clerk/RFO presented January, February, and March 2024 reconciled accounts for verification by the Chair. The Committee noted this.
- (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*  
The Committee noted the payments presented.

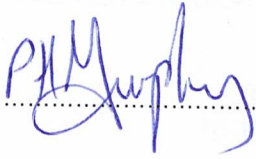
24/82C **Matters for the next meeting** – no discussion or decisions made



- Liaise with Clerk

Meeting closed at 7.04pm

Signed.....



Date.....

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