

**Minutes of Finance & Staffing Meeting
held on Monday 15th July 2024 at 6.30pm**

Present at the meeting: Cllrs: Irven, Murphy(Chair), Stevens and Whetlor

In attendance: Jo Grellier – Town Clerk

24/09C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
Cllr Murphy proposed that **'apologies given by Cllr Moss and Cllr Campbell are approved'**. Seconded by Cllr Whetlor. Carried.

24/10C **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				

24/11C **To confirm and sign the Minutes of the meeting held on 17th June 2024 - circulated to members prior to the meeting via Appendix 1-** (LGA 1972, Sch 12 Para 41)
Cllr Murphy proposed that **'the minutes of the Finance & Staffing meeting on 17th June 2024 are a correct and true representation'**. Seconded by Cllr Irven. Carried.

24/12C **Financial Presentations for a Grant:**

- (i) Watchet Community Cinema – *paperwork circulated prior to the meeting via Appendix 2*
Anne Harrison attended on behalf of Watchet Community Cinema to provide a presentation regarding their grant application for £800 to provide an outdoor cinema event on the Esplanade. A short Q&A followed the presentation.

Cllr Murphy thanked Anne for her presentation. Anne left the meeting at 6.40pm

- (ii) Watchet Summertime – *paperwork circulated prior to the meeting via Appendix 3*
Roger Ham & Bernice Scott-Field attended on behalf of Watchet Summertime to provide a presentation regarding their grant application for £750 to match fund towards the costs of a Queen tribute band for the finale of the Watchet Summertime week. A short Q&A followed the presentation.

Cllr Murphy thanked both for their presentation. Both representatives left the meeting at 6.47pm

24/13C **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 that the bank reconciliation for May 2024 were provided to the Chair of the Committee.
- (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*
Cllr Murphy proposed that **'the June/July £500+ payments are noted'**. Seconded by Cllr Irven. Carried.

24/14C **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

At 6.50pm 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"**. Seconded by Cllr Whetlor. Carried.



24/15C **Staffing:**

- (i) Staff appraisals - *circulated to members prior to the meeting via **Appendix 4 (EXCLUDED)***
Members noted and approved the appraisals and Clerk reports for the Deputy Clerk, Assets Co-ordinator, Grounds Maintenance Person and Operations Assistant.
- (ii) To approve staff contracts - *circulated to members prior to the meeting via **Appendix 5 (EXCLUDED)***
Members noted and approved the amended Contracts for the Deputy Clerk, Assets Co-ordinator, Grounds Maintenance Person and Operations Assistant.
- (iii) Overtime review update report - *circulated to members prior to the meeting via **Appendix 6 (EXCLUDED)*** - item Deferred
- (iv) Recommendation from R&T Committee for Finance & Staffing to explore options for in house tourism marketing from April 2025 – *verbal report from Clerk*
Members noted the recommendation from the R&T Committee.
- (v) Staff underpayment report - *circulated to members prior to the meeting via **Appendix 7 (EXCLUDED)***
Members noted the Clerks report.

At 8.25pm Cllr Murphy proposed that **'the public and press are readmitted to the meeting'**.
Seconded by Cllr Whetlor. Carried.

24/16C **Matters for the next meeting** – no discussion or decisions made

- Liaise with Clerk
- Grant application decisions
- Clerk/RFO Probation review and appraisal and Contract review
- To approve the E&CVC contract and note appraisal

Meeting closed at 8.30pm

Signed.....


Date.....
16 September 2024