

**Minutes of the Finance & Staffing Meeting  
held on Monday 17<sup>th</sup> June 2024 at 6.30pm**

**Present at the meeting:** Cllrs: Campbell, Irven, Murphy, Moss, Stevens, Whetlor

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

- 24/01C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))  
Cllr Murphy proposed that **'apologies given by Cllr Johnson are approved'**. Seconded by Cllr Whetlor. Carried.
- 24/02C **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				

- 24/03C **To confirm and sign the Minutes of the meeting held on 20<sup>th</sup> May 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 20<sup>th</sup> May 2024 are a correct and true representation'**. Seconded by Cllr Campbell. Carried.
- Cllr Stevens arrived at the meeting at 6.37pm
- 24/04C **Financial Regulations:**
- (i) Review of the Financial Regulations following the release of the new NALC model – (circulated to members prior to the meeting via **Appendix 2**) decision required  
A full review of the recommended amendments to the Financial Regulations was undertaken. Cllr Whetlor proposed that **'the amendments as agreed by the Committee are approved for recommendation to Full Council in July'**. Seconded by Cllr Moss. Carried.
- 24/05C **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* 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. – tabled at the meeting*  
Cllr Murphy proposed that **the £500+ payments are noted'**. Seconded by Cllr Campbell. Carried.
- 24/06C **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 7pm 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 Carried seconded. Carried.

See Excluded notes **24/24EX**

- 24/07C **Staffing:**
- (i) Staff Health & Wellbeing - meeting update - circulated to members prior to the meeting via **Appendix 3**  
Members noted the minutes of a recent Health & Wellbeing meeting held with a member of staff, the Clerk and Cllr Campbell as delegated Health & Wellbeing officer.



- (ii) Overtime review update report - - *circulated to members prior to the meeting via **Appendix 4***  
Members noted the overtime report presented by the Clerk for the month of May 2024 and will continue to monitor the hours until the end of July.

24/08C **Matters for the next meeting** – no discussion or decisions mad

- Liaise with the Clerk

Meeting closed at 7.30pm

Signed.....



Date.....

15 / 7 / 24