

**Minutes of Finance & Staffing Meeting
held on Monday 18th November 2024 at 6.30pm**

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

In attendance: Jo Grellier – Town Clerk

24/40C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1)
Cllr Murphy proposed that ***'apologies given by Cllr Moss are approved'***. Seconded by
Cllr Campbell. Carried.

24/41C **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	Pecuniary or Other	Action
None				

24/42C **To confirm and sign the Minutes of the meeting held on 21st October 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 21st October 2024 are a correct and true representation'***. Seconded by Cllr Johnson.
Carried.

24/43C **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 Chair informed members that the October 2024 Bank reconciliations have been
provided to the Chair of Finance at the meeting. 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. – tabled at the meeting*
Members were provided with a copy of the £500+ payments from 22nd October to 18th
November. Cllr Murphy proposed that ***'the £500+ payments from 22nd October to 18th November are noted'***. Seconded by Cllr Johnson. Carried.

24/44C **Voluntary work request:**
(i) Update from the Clerk if further information received
The Clerk informed members that there was no further update but will chase again and bring
back in the New Year if a response has been gained. Members noted.

24/45C **Council Pay Policy:**
(i) To review and adopt a new Council Pay Policy - *circulated to members prior to
the meeting via Appendix 2*



The Clerk presented the first recommended draft Pay Policy. Cllr Murphy as chair of Personnel informed members that a very late response had been gained by SW Councils regarding the Job Evaluation which required many points to be addressed and any amendments made will determine certain aspects of the Pay Policy. With this in mind, a discussion ensued. Cllr Johnson proposed that **'the item is deferred to allow time for the Clerk and the Personnel Committee to address the feedback provided by SW Councils with regard to the Job Evaluation, and bring the Pay Policy back to F&S Committee once it has been reviewed'**. Seconded by Cllr Stevens. Carried with 1 abstention from Cllr Whetlor.

24/46C **Chancellors Budget impact on Staffing costs from April 2025** *circulated to members prior to the meeting via Appendix 3:*

(i) Employers National Insurance increase – members to note

The Clerk updated members on the financial impact on the Council due to the new National Insurance increase. Members noted the report.

(ii) National living wage increase – members to note

The Clerk updated members on the financial impact on the Council due to the new increased NLW. Members noted the report.

24/47C **Job Evaluation Review:**

(i) Update from Chair of Personnel following Contact with SW Councils to gain validation

The Chair of Personnel and the Clerk presented the amended Job Evaluation review following the most recent Chancellor Budget announcement. Cllr Murphy as Chair of Personnel, reminded members of the update given in item 24/45. A discussion ensued. Cllr Murphy proposed that **'the item is deferred to allow time for the Clerk and the Personnel Committee to address the feedback provided by SW Councils and bring back to F&S Committee once it has been reviewed'**. Seconded by Cllr Johnson. Carried with one abstention from Cllr Whetlor.

24/48C **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 **'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'**. Seconded by Cllr Stevens. Carried.

See Excluded notes 24/31EX

24/49C **NJC 2024 pay scale back payments:**

(i) To note backpay payment made to the Clerk – *tabled at the meeting*

(ii) To note backpay payment made to the Deputy Clerk – *tabled at the meeting*

Both matters were jointly presented by the Clerk. It was explained that due to the recent confirmed NJC 2024 pay increases the Clerk & Deputy Clerk were due back payments. A total of £887.25 was made in Octobers salary payments. Members noted.

24/50C **Precept Staffing cost proposals for 2025-26:**

(i) To consider Staffing costs budget increase for 2025/26 financial year – Report & Recommendation from Personnel Committee – *tabled at the meeting*

Due to the new pay scale increases and increased Employers NI contribution requirements from April 2025 the Committee addressed the new precept recommendation for staffing costs proposals for 2025/26

24/51C

Re-admittance of the Press and Public

At 7.05pm Cllr Murphy proposed that ***'The press and public were permitted to return to the meeting'***. Seconded by Cllr Irven. Carried.

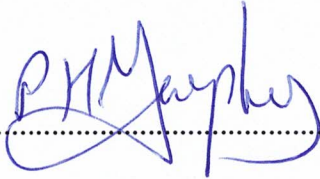
24/52C

Matters for the next meeting – no discussion or decisions made

- Review and approve Precept 2025-26 for recommendation to Full Council in January 2025
- Job Evaluation review
- Pay Policy review
- Liaise with Clerk

Meeting closed at 7.06pm

Signed.....



Date.....

9/12/24

