

**Minutes of Finance & Staffing Meeting
held on Monday 9th December 2024 at 6.30pm**

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

In attendance: Jo Grellier – Town Clerk

24/53C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
Cllr Murphy proposed that **'apologies given by Cllr Moss & Cllr Johnson are approved'**. Seconded by Cllr Campbell. Carried.

24/54C **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				

24/55C **To confirm and sign the Minutes of the meeting held on 18th November 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 18th November 2024 are a correct and true representation'**. Seconded by Cllr Irven. Carried.

24/56C **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 informed members that the November 2024 Bank reconciliations were 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 19th November to 9th December. Cllr Irven proposed that **'the £500+ payments from 22nd October to 18th November are noted'**. Seconded by Cllr Stevens. Carried.

24/57C **Job Evaluation Review:**
(i) Update from Chair of Personnel following Contact with SW Councils to gain validation - *circulated to members prior to the meeting via Appendix 2*
Cllr Murphy, as Chair of Personnel presented the report and amended Job evaluation review following further guidance from SW Council, who has validated the process followed. A discussion ensued. Cllr Irven wished for it to be noted that he was very supportive of SW Council and pleased with their validation of an excellent piece of work. Cllr Murphy proposed



unearmarked general reserves so the Council has security that it can continue operations. Watchet Town Council needs to deliver their services, which are proving costly with the increase in running costs. Through the Devolution of Assets from Somerset Council, Watchet Town Council are taking on many assets which require funds to operate and refurbish. This budget which has been carefully thought out reflects this balance.

The RFO highlighted that an insurance of £355 had been missed off the Precept, but funds could be moved to ensure minimal impact to the precept.

Cllr Irven proposed that ***'the proposed precept figure of £293,720 for 2025-26 is approved, ensuring that the insurance noted is added and funds reduced from another area to compensate. The final precept figure is presented to Full Council for approval in January 2025'***. Seconded by Cllr Whetlor. Carried unanimously.

24/64C

Matters for the next meeting – no discussion or decisions made

- Pay Policy
- CCLA investments
- DSE report & Recommendation
- Liaise with Clerk

Meeting closed at 7.22pm

Signed.....

Date.....

20 January 2025