

**Committee Members:** Cllr Campbell, Cllr Irven, Cllr Murphy (Chair), Cllr Johnson, Cllr Moss, Cllr Stevens, Cllr Whetlor

13<sup>th</sup> January 2025

Dear Councillor

You are hereby summoned to attend the meeting of the **Finance & Staffing Committee** to be held in the **Watchet Visitor Centre, Harbour Road, Watchet**, on **Monday 20<sup>th</sup> January 2025 @ 6.30pm** for the purpose of transacting the following business.

*Members of the press and public are welcome to attend.*

Yours faithfully



Joanne Grellier  
Town Clerk

## AGENDA

24/65C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))

24/66C **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

24/67C **To confirm and sign the Minutes of the meeting held on 9<sup>th</sup> December 2024** - (LGA 1972, Sch 12 Para 41) - *circulated to members prior to the meeting via **Appendix 1***

24/68C **Application for a Financial Grant presentation:**

- (i) Words in Watchet presentation for financial grant of £450 – *paperwork circulated prior to the meeting via **Appendix 2***

24/69C **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*
- (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*

24/70C **Council Pay Policy:**

- (i) To review and adopt a new Council Pay Policy - *circulated to members prior to the meeting - circulated to members prior to the meeting via **Appendix 3***
- (ii) To review amended staff handbook following adoption of new Pay Policy - *circulated to members prior to the meeting via **Appendix 4***

24/71C **Display Screen Equipment workstation checklist report:**

- (i) Report & recommendation from Health & Wellbeing Officer following staff annual DSE questionnaire completion. – *report tabled at the meeting - circulated to members prior to the meeting via **Appendix 5***

24/72C **CCLA Investments:**

- (i) To address the report & recommendation from the Clerk/RFO - *circulated to members prior to the meeting via **Appendix 6***

24/73C **Staff and Councillor Training:**

- (i) To approve proposed Staff & Councillor training plan concept for 2025-26 and recommendations within - *circulated to members prior to the meeting via **Appendix 7***

24/74C **Matters for the next meeting** – no discussion or decisions made