

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

10<sup>th</sup> March 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 17<sup>th</sup> March 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

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

24/86C **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

24/87C **To confirm and sign the Minutes of the meeting held on 17<sup>th</sup> February 2025** - (LGA 1972, Sch 12 Para 41) - *circulated to members prior to the meeting via **Appendix 1***

24/88C **Application for a Financial Grant:**

- (i) Backyard Theatre grant of £1,215.96 for 2 x heating/air-conditioning units and child booster seats – Decision required - *paperwork circulated prior to the meeting via **Appendix 2***

24/89C **CCLA Investments:**

- (i) To address CCLA the Public Sector Deposit Fund update following presentation and approve recommendation to Full Council - *paperwork circulated prior to the meeting via **Appendix 3***

24/90C **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 to note*
- (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 – approval by 2 x signature required.*

24/91C **Earmarked Reserves 2025/26:**

- (i) To re-address Earmarked Reserves for 2025/26 for recommendation to Full Council in April due to numeracy errors - *circulated to members prior to the meeting via **Appendix 4***

24/92C **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)

**24/93C Staffing:**

- (i) To approve the amended staff Written Statements due to change in payment structure and pension contributions - *paperwork tabled the meeting*
- (ii) To approve Deputy Clerk amended Written Statement to include additional hours - *paperwork tabled at the meeting*
- (iii) To review and approve updated job descriptions for staff members - *paperwork tabled the meeting*
- (iv) To note minutes of Personnel meeting and recommendations within - *paperwork tabled at the meeting*
- (v) To note staff performance review - *verbal update from Committee Clerk*

**24/94C Re-admittance of the Press & Public**

**24/95C Protocol for Councillor and Officer Relations:**

- (i) To address and approve a new Councillor and Officer Relations protocol to recommend to Full Council to adopt - *circulated to members prior to the meeting via **Appendix 5***

**24/96C Matters for the next meeting – no discussion or decisions made**