



FINANCE AND STAFFING COMMITTEE

ALL COUNCIL MEETINGS ARE OPEN TO THE PRESS AND PUBLIC

This Meeting will be streamed live on the Minehead Town Council Facebook Page

There will be a Meeting of the Finance and Staffing Committee of Minehead Town Council, to which all Committee members are summoned, at the Community Centre, Irnham Road, Minehead TA24 5DW on Monday 7 February 2022 at 7.30pm. The Meeting will consider the items set out below.

Sam Rawle
Clerk

1 February 2022

Given the ongoing advice about COVID-19, we respectfully ask that any members of the public wishing to attend/speak at a Council Meeting please contact the Clerk by 12 noon on the working day preceding the Meeting, giving their full contact details - otherwise they will not be allowed to enter

Enquiries: 01643 707213 or email admin@mineheadtowncouncil.co.uk

Chair: Cllr C Palmer*

Councillors: Cllr T Bloomfield, Cllr M Burke, Cllr O Harvey, Cllr A Lawton (Deputy Chair),
Cllr R Lillis, Cllr J Malin, Cllr M Palmer, Cllr H Rose, Cllr T Venner*

(* denotes Somerset West and Taunton District Councillor "SWaT")

AGENDA

Please note that the Meeting will be digitally recorded

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity

- 1 **To receive** Apologies for Absence [LGA 1972 s85 \(1\)](#)
- 2 **To receive** Councillors' Declarations of Interest and any Dispensations [In accordance with the provisions of the Localism Act 2011 in respect of members](#)
- 3 **To approve** the Minutes of the Finance & Staffing Committee Meeting held on 10 January 2022 - *Minutes to be agreed by Councillors who were in attendance*
- 4 **To adjourn** the Meeting for Public Inclusion [Standing Order No 3e](#)
- 5 **Finance**
 - 5.1 **To approve** urgent payments for February 2022
 - 5.2 **To approve** payments under £1,000 for February 2022
 - 5.3 **To recommend** to Full Council payments over £1,000 for February 2022
 - 5.4 **To approve** payments by Procurement Card for January 2022
 - 5.5 **To approve** Regular Payments for January 2022
 - 5.6 **To receive** the Income Report for January 2022
- 6 **To review** all Minehead Town Council fees and charges
- 7 **To consider** Standing Orders/Financial Regulations
To start the process of reviewing and updating both documents
- 8 **To review** the Small Grants Policy
- 9 **To resolve** to exclude members of the Press and Public
- 10 **Confidential Items**