



PUBLIC NOTICE

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 remote, virtual Meeting via Zoom of the Finance and Staffing Committee of Minehead Town Council, to which all Committee members are summoned, on **Monday 12 April 2021 at 7.30 pm**. The Meeting will consider the items set out below.

Following Coronavirus (COVID-19) lockdown measures Minehead Town Council has set up a remote/virtual meeting system using 'Zoom' technology. Any member of the public or press wishing to **attend** the remote/virtual meeting will need to request an invitation by emailing [**admin@mineheadtowncouncil.co.uk**](mailto:admin@mineheadtowncouncil.co.uk) by 10 April 2021

If you would like to **speak** at the remote/virtual meeting please email [**admin@mineheadtowncouncil.co.uk**](mailto:admin@mineheadtowncouncil.co.uk) by 10 April 2021 and let the Clerk know on which item on the Agenda you wish to speak

Sam Rawle
Clerk

6 April 2021

Enquiries: 01643 707213 or email: admin@mineheadtowncouncil.co.uk
Chair: Cllr C Palmer*
Councillors: Cllr T Bloomfield, Cllr N Hercock, Cllr A Lawton (Deputy Chair), Cllr J Malin, Cllr M Palmer, 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 8 March 2021 - 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 March 2021
 - 5.2 **To approve** payments under £1,000
 - 5.3 **To recommend** to Full Council payments over £1,000
 - 5.4 **To approve** payments by Procurement Card
 - 5.5 **To approve** Regular Payments for March 2021
 - 5.6 **To receive** the Income Report for March 2021
6. **To receive** a verbal report regarding Bank Reconciliations for the period ended March 2021
7. **To receive** a Verbal Report regarding the "Actions Log"
8. **To consider** the Local Government Transparency Code 2015 – publication of items of expenditure over £500
9. **To receive** draft Internal Audit Report
10. **To receive** Annual Return Timetable

11. **To consider** Service Level Agreement with West Somerset Advice Bureau
12. **To discuss** updating play equipment at Cross Farm Park and King Edward V Playing Field using S106 funds
13. **To resolve** to exclude members of the Press and Public