



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 8 March 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 6 March 2021

If you would like to **speak** at the remote/virtual meeting please email [**admin@mineheadtowncouncil.co.uk**](mailto:admin@mineheadtowncouncil.co.uk) by 6 March 2021 and let the Clerk know on which item on the Agenda you wish to speak

Sam Rawle
Clerk

2 March 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 February 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 February 2021
 - 5.2 **To approve** payments under £1,000
 - 5.3 **To recommend** to Full Council payments over £1,000
 - 5.4 **To approve** Regular Payments for February 2021
 - 5.5 **To approve** the Wages for March 2021
 - 5.6 **To receive** the Income Report for February 2021
6. **To receive** a verbal report regarding Bank Reconciliations for the period ended February 2021
7. **To receive** a verbal report regarding the "Actions Log"
8. **To consider** a Grant Application from Minehead Museum
9. **To discuss** a service level agreement with the West Somerset Advice Bureau
10. **To agree** the 2021/2022 Service Level Agreement between Minehead Town Council and Minehead Youth Club

11. **To discuss** possible enhancement of play equipment at Cross Farm Park and King Edward V Playing Field with S106 funds
12. **To discuss** the Financial Appraisal Report and Forward Plan and Vision for the Council
13. **To review** the Top Ten Priorities for 2021
14. **To resolve** to exclude members of the Press and Public
15. **Confidential Items**