



## MINEHEAD TOWN COUNCIL

### MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON MONDAY 5 DECEMBER 2022 AT 7.30 PM AT THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was streamed live on the MTC Facebook page

*The Meeting was 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*

**Present:** Chair: Cllr M Kingston-James  
Councillors: Cllr C Gilberto, Cllr B Hodson, Cllr A Kingston-James, Cllr J Malin,  
Cllr C Palmer\*, Cllr M Palmer  
*(\* denotes Somerset West and Taunton District Councillor "SWaT")*  
*(\*\*denotes Somerset County Councillor "SCC")*

**Officers in Attendance:** Mr B Howe – Deputy Clerk  
Mr B Parker – Operations Manager  
Mrs M Porter – Assistant Clerk

**Councillors Absent:** Cllr M Burke

**Members of the Public and Press:** 0 members of the public  
0 members of the press

Cllr M Kingston-James welcomed Councillors and Officers to the Meeting and the public watching via Facebook.

**240 To receive Apologies for Absence** [LGA 1972 s85 \(1\)](#)

Apologies had been received from Cllr T Bloomfield, Cllr M Kravis\* \*\* and Cllr T Venner\*.

**241 To receive Councillors' Declarations of Interest and any Dispensations** [In accordance with the provisions of the Localism Act 2011 in respect of members](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr C Palmer	All	SWaT Councillor	2022	Stayed in the room, spoke and voted

DISPENSATIONS [Localism Act 2011](#)

No dispensations were requested.

- 242 To approve** the Minutes of the Finance & Staffing Committee Meeting held on 7 November 2022 - *Minutes to be agreed by Councillors who were in attendance*

**Proposed: Cllr M Kingston-James**

**Seconded: Cllr C Palmer**

**Agreed** with all in favour

- 243 To adjourn** the Meeting for Public Inclusion [Standing Order No 3e](#)

No-one had asked to speak

**244 Finance**

**244.1 To approve** urgent payments for December 2022

Payments 1-6, totalling £36,098.27, including £22,285.90 staff salaries

**Proposed: Cllr C Palmer**

**Seconded: Cllr Malin**

**Agreed** with all in favour

**244.2 To approve** payments under £1,500 for December 2022

Payments 7-11, totalling £782.95

Cllr M Palmer thought that the toilet rolls purchased for the Community Centre were poor quality and too expensive. The Deputy Clerk said he appreciated there may be a better value supply and invited a volunteer to survey the market.

**Proposed: Cllr M Palmer**

**Seconded: Cllr A Kingston-James**

**Agreed** with all in favour

**244.3 To recommend** to Full Council payments over £1,500 for December 2022

Payments 12-14, totalling £40,964.40

**Proposed: Cllr M Palmer**

**Seconded: Cllr C Palmer**

**Agreed** with all in favour

**244.4 To approve** payments by Procurement Card for November 2022

Payments 15-22, totalling £644.67

**Proposed: Cllr A Kingston-James**

**Seconded: Cllr B Hodson**

**Agreed** with all in favour

**244.5 To approve** Regular Payments for November 2022  
Payments 1-34, totalling £8,254.14

Cllr M Palmer queried the water/sewage charges for Blenheim Gardens. The Deputy Clerk told her that MTC adopted the existing sewage arrangements when it took over these public toilets. They are used regularly but in need of repair – the unisex toilets were permanently open and the gents toilets open for busy events. Cllr M Palmer felt the toilets needed maintenance. She also queried item 12. The Deputy Clerk told her that there was a stand-pipe next to Argos and the Lighting Company in The Parade. This was heavily used during the very hot summer.

**Proposed: Cllr Malin**  
**Agreed** with all in favour

**Seconded: Cllr C Palmer**

**244.6 To receive** the Income Report for November 2022  
Income for November totalling £39,510.86

The Chair said the Income Report was noted.

**245 To agree** Budget and Precept for 2023/2024

Councillors discussed the Budget papers and Cllr C Palmer expressed the wish that the precept should not be increased if at all possible. The Deputy Clerk said details of the Council Tax base had yet to be received from SWaT but were expected prior to the next Full Council meeting. Further discussion was deferred until the Full Council meeting on 13 December to allow more in-depth discussion then when the Council Tax base would be known.

**246 To resolve** to exclude members of the Press and Public

**Proposed: Cllr A Kingston-James**

**Seconded: Cllr Malin**

**Agreed** with all in favour to continue the meeting *in camera* to discuss a staffing issue

The public meeting closed at 7.55 pm