



MINEHEAD TOWN COUNCIL

MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON MONDAY 9 JANUARY 2023 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 B Hodson, Cllr J Malin, Cllr C Palmer*, Cllr M Palmer, Cllr S Slade,
Cllr T Venner* (Deputy Chair)
(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

Councillors Absent: Cllr M Kravis* **

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.

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

Apologies had been received from Cllr T Bloomfield and Cllr A Kingston-James.

276 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	2023	Stayed in the room, spoke and voted
Cllr T Venner	All	SWaT Councillor	2023	Stayed in the room, spoke and voted

DISPENSATIONS *Localism Act 2011*

No dispensations were requested.

277 To approve the Minutes of the Finance & Staffing Committee Meeting held on 5 December 2022 - *Minutes to be agreed by Councillors who were in attendance*

Proposed: Cllr Hodson

Seconded: Cllr C Palmer

Agreed with 6 in favour and 1 abstention (Councillor absent)

278 To adjourn the Meeting for Public Inclusion *Standing Order No 3e*

No-one had asked to speak

279 Finance

279.1 To approve urgent payments for January 2023

Payments 1-6, totalling £37,948.03, including £23,859.50 staff salaries

Proposed: Cllr M Palmer

Seconded: Cllr Malin

Agreed with all in favour

279.2 To approve payments under £1,500 for January 2023

Payments 7-18, totalling £4,610.36

Cllr C Palmer asked for confirmation that payment 15 would be coming out of the Swimming Pool Feasibility Study budget. The Deputy Clerk confirmed that this was so. Cllr Venner queried the SLCC payment and the Deputy Clerk confirmed that this represented the training for the Assistant Clerk who had recently changed her name.

Proposed: Cllr C Palmer

Seconded: Cllr S Slade

Agreed with all in favour

279.3 To recommend to Full Council payments over £1,500 for January 2023

None

279.4 To approve payments by Procurement Card for December 2022

Payments 19-24, totalling £129.33

Proposed: Cllr Malin

Seconded: Cllr Hodson

Agreed with all in favour

279.5 To approve Regular Payments for December 2022
Payments 1-23, totalling £3,542.17

Proposed: Cllr M Palmer
Agreed with all in favour

Seconded: Cllr S Slade

279.6 To receive the Income Report for December 2022
Income for December totalling £18103.59, excluding interest of £319.23

Cllr Malin said he was very pleased to see the amount of income generated by the Community Centre and that it was keeping to the budget of making a small profit (£5,000) which would be invested back into the building.
The Chair said the Income Report was noted.

280 To receive update on Risk Assessments and Health and Safety Issues

The Operations Manager gave a full report on his progress in reviewing, renewing and modernising all task specific risk assessments and creating COSHH risk assessments for substances. This was a large body of work and great progress had already been made.

He gave a general health and safety update and also told the meeting that MTC had recently signed up for an employee assistance programme providing all staff with 24 hour access to both telephone and online support services. In reply to questions from Cllr Venner the Deputy Clerk said Council could check whether Councillors were also included in this support service.

Proposed: Cllr M Palmer
Agreed with all in favour to close the meeting.

Seconded: Cllr Malin

The meeting closed at 7.55 pm.