



## MINEHEAD TOWN COUNCIL

### MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON TUESDAY 18 APRIL 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 C Palmer, Cllr M Palmer, Cllr T Venner  
(\* denotes Somerset Councillor "SC")

**Officers in Attendance:** Ms Sam Rawle –Clerk  
Mr B Parker – Operations Manager

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

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

**383 To receive** Apologies for Absence [LGA 1972 s85 \(1\)](#)  
Apologies had been received from Cllr C Gilberto, Cllr M Kravis, Cllr J Malin and Cllr S Slade.

**384 To receive** Councillors' Declarations of Interest and any Dispensations [In accordance with the provisions of the Localism Act 2011 in respect of members](#)  
None.

**385 To approve** the Minutes of the Finance & Staffing Committee Meeting held on 13 March 2023 - *Minutes to be agreed by Councillors who were in attendance*

**Proposed: Cllr C Palmer** **Seconded: Cllr Hodson**  
**Agreed** with 4 in favour and 1 abstention (Councillor absent).

**386 Finance**

**386.1 To approve** urgent payments for April 2023  
Payments 1-13, totalling £46,892.80

**Proposed: Cllr C Palmer**  
**Agreed** with all in favour

**Seconded: Cllr Hodson**

**386.2 To approve** payments under £1,500 for April 2023  
Payments 14-22, totalling £3,192.19

Cllr M Palmer queried payment 20 and requested a fuller explanation for it at Full Council

**Proposed: Cllr M Palmer**  
**Agreed** with all in favour

**Seconded: Cllr Venner**

**386.3 To recommend** to Full Council payments over £1,500 for April 2023  
Payments 23 & 24, totalling £28,539.90

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

**Seconded: Cllr C Palmer**

**386.4 To approve** payments by Procurement Card for March 2023  
Payments 25-33, totalling £556.40

**Proposed: Cllr M Palmer**  
**Agreed** with all in favour

**Seconded: Cllr Hodson**

**386.5 To approve** Regular Payments for March 2023  
Payments 1-31, totalling £5,316.99

**Proposed: Cllr C Palmer**  
**Agreed** with all in favour

**Seconded: Cllr Hodson**

**386.6 To receive** the Income Report for March 2023  
Income totalling £41,844.99 plus £481.20 and £507.16 interest  
Cllr Venner observed that quite a few Cemetery plots had been purchased recently.  
The Chair confirmed that these were purchased as needed.  
The Chair said the Income Report was noted.

**387 To receive** the second Interim Audit Report 2022-23

Cllrs had seen the second Interim Audit Report for 2022-2023. There would be a final Report as part of the AGAR in June. The only recommendation raised was that Council could make use of standard reports such as budgeting reports and how it could best use standard monitoring reports. The Clerk said this was a very positive report giving MTC a full bill of health. She told the meeting that the Interim Report was not normally put on the Council's website but the final Report and Final Accounts have an inspection period for 6 weeks over the summer when members of the public could come in by appointment to inspect the end of year accounts. These were also put in the office window and on the website. The Chair said it was good to see what was in the Report. Cllr Venner wished to thank all the office staff and Mr Giles for doing the work to gain such a good Report.

**Proposed: Cllr C Palmer**

**Seconded: Cllr Hodson**

**Agreed** with all in favour to recommend the second Interim Audit Report 2022-2023 to Full Council.

**388 To agree** Closing of Annual Accounts 2022-23

The Clerk told Councillors that the end of year transactions had been entered into the finance system and the 22/23 finance year had been closed on 4 April 2023. The next step would be to create movement in earmarked reserves and general reserves as at 31 March 2023. Several reports would be presented to Full Council in May: the Risk Management Review, the Asset Register, the AGAR, and movement in earmarked reserves and general reserves and the Internal Audit Final Report.

**Proposed: Cllr M Palmer**

**Seconded: Cllr Venner**

**Agreed** with all in favour to recommend to Full Council the closing of Annual Accounts 2022-2023.

**389 To consider** grant for 2023-24 and possible SLA 2024-25 for Minehead Museum

The Clerk reminded the meeting about the presentation to Full Council in March on behalf of Minehead Museum and that agreement had been reached to transfer £5,000 from the present budget into the 2023-2024 budget and award a grant of £5,000 to the Museum from that budget. Now Council was in the new financial year she was looking for a proposal for this grant. She also reminded Councillors that the Museum had requested a future Service Level Agreement for the Museum which would fall in the 2024-2025 budget. She felt that an in-depth discussion with the Museum would be useful to discuss what an SLA with them would mean.

Cllr Venner thought that any agreements should be for the lifetime of the present Council and all SLAs should be looked at, including feedback from recipients and these should be reviewed every year. Cllr C Palmer thought Council should receive more feedback from the Small Grants awarded each year.

**Proposed: Cllr Venner**

**Seconded: Cllr Kingston-James**

**Agreed** with all in favour to recommend that Full Council award a Community Grant of £5,000 to Minehead Museum.

The Clerk said she would check through all current SLAs and report back to Councillors.

**390 To resolve** to exclude Members of the Press and Public ([Public Bodies \[Admission to Meetings\] Act 1960](#))

**Proposed: Cllr Hodson**

**Seconded: Cllr M Palmer**

**Agreed** with all in favour to continue the meeting *in camera*.

The public meeting closed at 7.55 pm.