

These Minutes are DRAFT only and will be approved at the next Finance and Staffing Committee Meeting on Tuesday 13 June 2023



MINEHEAD TOWN COUNCIL

MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON TUESDAY 9 MAY 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 M Kravis*, 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.

416 To receive Apologies for Absence [LGA 1972 s85 \(1\)](#)
Apologies had been received from Cllr T Venner, Cllr J Malin and Cllr S Slade.

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

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- 418** 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).

419 Finance

- 419.1** To approve urgent payments for May 2023
Payments 1-7, totalling £35,271.30

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

- 419.2** To approve payments under £1,500 for May 2023
Payments 8-17, totalling £4,721.92

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

- 419.3** To recommend to Full Council payments over £1,500 for May 2023
Payments 18 & 21, totalling £20,675.60

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

- 419.4** To approve payments by Procurement Card for April 2023
Payments 22-28, totalling £658.13

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

- 419.5** To approve Regular Payments for April 2023
Payments 1-28, totalling £5355.51

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

- 419.6** To receive the Income Report for April 2023
Income totalling £774,695.51 plus £444.94 interest.
The Chair said the Income Report was noted.

- 420** To receive draft reports for financial year 2022-23

The Clerk presented the draft reports for the financial year 2022-23. These will form part of the AGAR 2022-23. There were some observations made from Councillors about the risk management report and suggestion was made to incorporate a 1-5 risk scoring matrix. It was also suggested to address IT security in the risk assessment relating to computer systems.

Proposed: Cllr C Palmer **Seconded: Cllr Hodson**

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Agreed with all in favour to recommend the Risk Management Report 2022-2023 to Full Council.

421 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 7.50 pm.

DRAFT