

**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.

**422 Confidential Items**

**422.1 To discuss** Clerk recruitment

The Clerk had contacted SALC and it would help with recruitment and may also be able to help with an interview panel.

**To receive** recommendations from the 'Swimming Pool Consultation Group'

It was agreed to recommend to Full Council payment of the fee of £1,500 plus VAT to APS Pool Contracting Ltd in respect of a feasibility study providing no further works are commissioned resulting in additional bills and that report is obtained from the company detailing the work undertaken to date .

**Proposed: Cllr Hodson**

**Seconded: Cllr Kravis**

**Agreed** with 1 abstention and the rest in favour.

The meeting closed at 8.45pm.