



## MINEHEAD TOWN COUNCIL

### MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING

HELD ON MONDAY 11 JANUARY 2021 AT 7.30 PM

Remote Virtual Meeting via Zoom, streamed live on 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 C Palmer\*  
Councillors: Cllr T Bloomfield, Cllr A Kingston-James, Cllr A Lawton, Cllr J Malin, Cllr M Palmer, Cllr T Venner\*  
(\* denotes Somerset West and Taunton District "SWaT" Councillor)

**Officers in Attendance:** Ms S Rawle – Clerk  
Mr B Howe – Deputy Clerk  
Mrs J Notley – Notetaker

**Members of the Public and Press:** 1 member of the public  
0 members of the press

**Councillor Absent:** Cllr B Mandley

Cllr C Palmer welcomed Councillors, Officers and members of the public watching on Facebook.

935 TO RECEIVE APOLOGIES FOR ABSENCE LGA 1972 s 85 (1)

Apologies had been received from Cllr P Bolton\* and Cllr N Hercock.

936 TO RECEIVE COUNCILLORS' DECLARATIONS OF INTEREST

*In accordance with the provisions of the Localism Act 2011 in respect of members*

To receive and record any Declarations of Interest in respect of any matters included on the Agenda for consideration at this Meeting.

Member	Item	Interest	Time Period	Speak/Vote
Cllr A Kingston-James	939.3 942	Prejudicial	2021	Stayed in the room, did not speak or vote Left the room
Cllr C Palmer	All	SWaT Councillor	2021	Stayed in the room, spoke and voted
Cllr T Venner	All	SWaT Councillor	2021	Stayed in the room, spoke and voted

## DISPENSATIONS Localism Act 2011

There were no dispensations.

### 937 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION

Sue Shaw told the Meeting why C.L.O.W.N.S had applied for a Grant and said that the charity wished to use it to enhance the provision of Tumbling Tots to include pre-toddlers Tummy Time.

No-one else had asked to speak.

Cllr C Palmer suggested the Meeting consider this matter, scheduled as Item 7 on the Agenda, at that point while Ms Shaw was available in the Meeting.

**Proposed:** Cllr C Palmer      **Seconded:** Cllr Venner  
**Agreed** with all in favour that Agenda Item 7 be discussed.

### 938 TO CONSIDER GRANT APPLICATION FROM C.L.O.W.N.S

Councillors had heard a short presentation from Sue Shaw. Cllr Bloomfield said she thought it was a very good idea and particularly important at the present time. There were no further comments or questions.

**Proposed:** Cllr Venner      **Seconded:** Cllr Malin  
**Agreed** with one abstention and the rest in favour that a grant of the full £500 requested be made to C.L.O.W.N.S.

The Deputy Clerk told Ms Shaw that the grant would be paid the following day. She thanked Council and said MTC's contribution would be acknowledged in their publicity.

### 939 TO AUTHORISE PAYMENTS

#### 939.1 *To approve Urgent payments for December 2020*

Payments totalling £18,163.03. No questions or comments.

**Proposed:** Cllr C Palmer      **Seconded:** Cllr Bloomfield  
**Approved** with all in favour the urgent payments for December 2020.

#### 939.2 *To approve Regular Payments for December 2020*

Payments totalling £4,287.56. Cllr M Palmer queried the high cost of item 18 for public lighting at Cross Farm Park. The Deputy Clerk said that this was presently being investigated along with a possible change of supplier.

**Proposed:** Cllr Bloomfield      **Seconded:** Cllr Venner  
**Approved** with all in favour the regular payments for December 2020.

939.3 *To approve payments under £1,000*

Payments totalling £5,397.83. Cllr Malin queried the payment for clearing drains at Quay West public toilets. The Deputy Clerk confirmed that this had seemed to be a "normal" blockage as there was no unusual report from the clearing company, the invoice merely stating "clear sewer pipes". These blockages were usually caused by the public putting unsuitable items, such as nappies, down the toilets. He would query the cause with the company.

**Proposed:** Cllr C Palmer

**Seconded:** Cllr M Palmer

**Approved** with one abstention and the rest in favour the payment of the invoices under £1,000.

939.4 *To recommend to Full Council payments over £1,000*

Payments totalling £13,479.71. There were no comments or questions from Councillors but the Chair, Cllr C Palmer, said he was not happy with payment number 26, totalling £1,479.16, relating to floodlighting on the MUGA. He would propose recommending to Full Council for payment items 23, 24, 25 and 27 on the list; item 26 to be sent to Full Council for discussion.

**Proposed:** Cllr C Palmer

**Seconded:** Cllr M Palmer

**Agreed** with all in favour that the payment numbers 23, 24, 25 and 27 on the list of payments over £1,000 be recommended to Full Council for payment: item 26 to be discussed by Full Council.

939.5 *To receive the Income Report for December 2020*

The Income Report showed income of £20,594.02. Cllr Malin queried the \$106 income received and the Deputy Clerk told him it was a grant for the adult gym.

939.6 *To approve the Wages for Jan 2021*

Wages payments totalling £23,209.18. There were no comments or questions.

**Proposed:** Cllr C Palmer

**Seconded:** Cllr Bloomfield

**Approved** with all in favour.

940 TO RECEIVE A VERBAL REPORT REGARDING BANK RECONCILIATIONS FOR THE PERIOD ENDED DECEMBER 2020

Cllr C Palmer reported that he was aware no bank reconciliation had been carried out for December 2020 as the figures had not been available.

941 TO RECEIVE A VERBAL REPORT REGARDING THE "ACTIONS LOG"

The Clerk reported that the Actions Log was now up to date to the end of November 2020. The next stage would be to put it in the Members' Area on the website so Councillors are able to look at it at the time of each meeting. She said she proposed to put the Finance &

Staffing Committee actions, if approved, on the website and would ask the other Committees if they were happy for their actions to be added to the Members' Area.

**Proposed:** Cllr C Palmer      **Seconded:** Cllr Lawton

**Agreed** with all in favour that the Clerk would arrange for the Finance & Staffing Committee Actions on the Actions Log to be shown in the Members' Area.

942 TO CONSIDER GRANT APPLICATION FROM C.L.O.W.N.S

Item already discussed.

943 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

**Proposed:** Cllr C Palmer      **Seconded:** Cllr Bloomfield

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

The Public Meeting ended at 7.53 pm.