

Committee Members: Cllrs Hazel Bowden, Sally de Renzy-Martin, John Irvén, (Chair) Peter Murphy, Robin Nuttall, Loretta Whetlor, Dave Westcott

4 April 2017

You are hereby summoned to attend the meeting of the **Finance & General Purposes Committee** to be held in the **Watchet Visitor Centre, Harbour Road, Watchet** on **Monday 10 April 2017 @ 6.30pm** for the purpose of transacting the following business.

Members of the press and public are welcome to attend.

Yours faithfully



Sarah Reed
Town Clerk

A G E N D A

- 17/86 C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
- 17/87C To receive any **Declaration of Interests** under Watchet Town Council's Code of Conduct (adopted on 9 July 2012) issued in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI No: 1464
- 17/88C **Presentation to apply for a financial grant:**
(i) Nik Harwood – CLOWNS – *decision required*
(ii) Molly Quint – Watchet Summertime- *decision required*
- 17/89C **Financial Matters:**
(i) Once per quarter, the Chair of this Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO, the contents to be noted by this Committee, *as per regulation 2.2*
(ii) All payments above £500 and below £5,000 are itemised and reported to this Committee, *as per regulation 4.1*
(iii) Cheques issued for payment outside of Full Council Meetings, shall be reported to this Committee, *as per regulation 6.6*
(iv) To note the year end budget spend – *paperwork will be issued at the meeting*
- 17/90C **Exclusion of Press and Public**
"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw" (Public Bodies (Admission to Meetings) Act 1960
- 17/91C **Staffing Matters:**
(i) **Recommendations from the Personnel Committee** in relation to the Operations Assistants post and the completion of the 3 month probationary period:
a. To note the Probation Review Form – **(See Appendix 1a)** – *circulated to members prior to the meeting*
b. To approve the 2 year fixed Contract of Employment – **(See Appendix 1b)** – *circulated to members prior to the meeting*
- 17/92C **Matters for the next meeting** – no discussion or decisions made