

**Committee Members:** Cllrs Bowden, Corlett-Shaw, de Renzy-Martin, Irven, Murphy, Westcott, and Whetlor

14 May 2019

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 20 May 2019 @ 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

- 19/01C **To elect Chair of the Committee**
- 19/02C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
- 19/03C 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
- 19/04C **Decision to award a Financial Grant:**
- (i) Watchet Summertime
- 19/05C **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 and displayed on the website*
  - (iii) All payments issued outside of Full Council Meetings, shall be reported to this Committee, *as per regulation 6.6*
  - (iv) To note the year end spend and balance – *report will be issued at the meeting*
- 19/06C **Review of the Insurance Premium for 2019/20–** *See Clerks report issued at the meeting*
- 19/07C **To appoint members to the following Committees:**
- (i) Personnel Committee – 2 members to join the Chair of the Committee
  - (ii) Market Committee – 1 member
  - (iii) WCC Committee – 1 member
- 19/08C **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*
- 19/09C **Staffing Matters:**
- (i) Recommendations from the Personnel Committee:
    - a. Admin Support Officer's post – *Update*
    - b. Approval of the Clerical Officers contract of employment including job description
- 19/10C **Matters for the next meeting** – no discussion or decisions made