

**Minutes of the Finance & General Purposes Committee  
held on Monday 17 June 2019 at 6.30pm**

**Present:** Cllr Bowden, Cllr Corlett-Shaw, Cllr de Renzy-Martin, Cllr Irven, Cllr Murphy, Cllr Westcott and Cllr Whetlor

**In attendance:** Sarah Reed, Town Clerk

**19/11C To receive Apologies for Absence (LGA 1972, section 85 (1):** None received

**19/12C To receive Declarations of Interest:** None at this point

**19/13C Financial Matters:**

- (i) **Once per quarter, the Chair of the 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 – Noted**
- (ii) **All payments above £500.00 and below £5000.00 are itemised and reported to this Committee, as per regulation 4.1 - Noted and signed off by the Chair of the Committee (attached).**
- (iii) **Cheques issued for payment outside of Full Council Meetings, shall be reported to this Committee, as per regulation 6.6 - Noted and signed off by the Chair of the Committee (attached).**
- (iv) **To note the year end spend and balance for Running Costs and Projects – the Clerk presented the attached budget figures and members noted the balances of:**
  - 1. Running Costs -£1,476.00
  - 2. Projects - £11,628.00

**19/14C To appoint members to the following Committee:**

- (i) Personnel Committee – 2 members to join the Chair of the Committee  
Cllr Westcott proposed that the **'Chair of Council Cllr Irven, and Vice Chair of Council Cllr de Renzy-Martin of Council are appointed'**. Seconded by Cllr Bowden. Carried with 4 votes for, 1 vote against and 2 abstentions.

**19/15C 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

Cllr Murphy proposed that ***'in view of the confidential nature of the business to be transacted that Standing Order 1c is invoked and the public are instructed to withdraw from the meeting'***. Seconded by Cllr de Renzy-Martin. Carried

See Excluded Notes **19/16EX**

**19/16C Staffing Matters:**

- (i) Update from the Personnel Committee on the appointment of:
  - a. Admin Support Officer

Cllr Murphy proposed ***'the re-admittance of the public to the meeting'***. Seconded by Cllr Westcott. Carried.

**19/17C Matters for the next meeting:**

- (i) To consider 'Crime & Cyber' Insurance cover

Meeting closed at 6.41pm

Signed:  .....

Dated:  .....