

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

15 October 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 21 October 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

- 19/30C **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))
- 19/31C 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
- 19/32C **Presentation for a Financial Grant:**
- (i) Knights Templar School Community Association – Sally Lowndes
- 19/33C **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 approve the Clerks attendance at a SLCC training workshop on the 27 November 2019 and associated costs – *Clerk will issue paperwork and a report at the meeting*
- (v) To consider a request from West Somerset Advice to set up a Service Level Agreement with the Town Council for their services to Watchet equating to £4,000 per annum (**see Appendix 1**) – *circulated to members prior to the meeting*
- 19/34C **Cemetery:**
- (i) To consider a report and recommendations from the Clerical Officer/ Cemetery Administrator as a result of her attendance at a Cemetery Compliance training workshop- *report will be issued at the meeting*
- (ii) 'Scope' Charity seeking help to find new locations for, and to further expand their network of textile recycling banks- to consider the Cemetery car park as a location – *discuss*
- (iii) WCCT - Watchet Drives Project – Cllr Murphy to report on a recent meeting where possible locations for car charging points were discussed including the Cemetery car park- *discuss*

19/35C **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

19/36C **To approve the recommendations from the Personnel Committee:**

- (i) Probation Report for the Admin Support Officer- **(see Appendix 2a)** – *circulated to members prior to the meeting*
- (ii) Approve a 2 year fixed contract for the Admin Support Officer – *paperwork will be issued at the meeting*
- (iii) To approve a pay increase for the Clerical Officer due to the completion of the Introduction to Council Administration (ILCA) –**(see Appendix 2b)** – *circulated to members prior to the meeting*

19/37C **Matters for the next meeting** – no discussion or decisions made