



MINEHEAD TOWN COUNCIL

MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON MONDAY 9 AUGUST 2021 AT 7.30 PM AT THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was 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 A Kingston-James, Cllr A Lawton, Cllr R Lillis, 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: 0 member of the public
0 members of the press

Councillors Absent: Cllr H Rose

Cllr C Palmer welcomed Councillors and Officers to the Meeting.

1215 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s85 \(1\)](#)

Apologies had been received from Cllr T Bloomfield, Cllr P Bolton, Cllr M Burke and Cllr O Harvey.

1216 TO RECEIVE COUNCILLORS' DECLARATIONS OF INTEREST AND ANY DISPENSATIONS
[In accordance with the provisions of the Localism Act 2011 in respect of members](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr A Kingston-James	1219.2	Personal	12.07.2021	Stayed in the room. Did not speak or vote
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 requested.

- 1217 TO APPROVE THE MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON MONDAY 8 MARCH 2021 - *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

TO APPROVE THE MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON MONDAY 12 JULY 2021 - *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

Cllr C Palmer took the two items together. There were no queries about either set of Minutes.

Proposed: Cllr C Palmer **Seconded: Cllr A Kingston-James**
Approved with all in favour.

- 1218 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION [Standing Order No 3e](#)

No-one had asked to speak. The Chair welcomed members of the public watching on Facebook and hoped the sound was satisfactory this time.

- 1219 FINANCE

- 1219.1 *To approve urgent payments for August 2021*

Payments 1-7, totalling £28,816.57 including £18,783.28 for wages.

Cllr Venner asked about the Licence referred to in Item 2 and the Deputy Clerk replied that this was a Licence granted by SWaT for parking for the contractors refurbishing Summerland Place toilets.

Proposed: Cllr C Palmer **Seconded: Cllr Venner**
Approved with all in favour.

- 1219.2 *To approve payments under £1,000*

Payments 8-18, totalling £2,396.45

Proposed: Cllr C Palmer **Seconded: Cllr Lawton**
Approved with 1 abstention and 6 in favour'

- 1219.3 *To recommend to Full Council payments over £1,000*

One payment for £1,120.10.

Proposed: Cllr C Palmer **Seconded: Cllr Malin**
Recommended to Full Council, with all in favour.

1219.4 *To approve payments by Procurement Card*

Payments 20-26, totalling £307.15.

Proposed: Cllr C Palmer **Seconded: Cllr M Palmer**
Approved with all in favour.

1219.5 *To approve Regular Payments for July 2021*

Items 1-28 totalling £7,765.69.

Cllr Lawton queried items 13, 14 and 19 to the same company. She asked why items 13 and 14 were significantly more than other similar payments and what were the extra items to which item 19 referred. The Deputy Clerk said he had arranged a meeting with the company's representative the following week to go through Council's account and to arrange a credit. Extra items were metal holders in the toilets to replace plastic ones which were continually being broken.

Proposed: Cllr C Palmer **Seconded: Cllr M Palmer**
Approved with all in favour.

1219.6 *To receive the Income Report for July 2021*

Income for July 2021 totalled £21,641.35.

Cllr Malin liked the income breakdown but said he couldn't help noticing all the small Stripe payments and asked whether they could be made more efficiently. The Deputy Clerk explained that this was an automated payment system whereby Stripe took their percentage of booking fees for the tennis courts and Council's share was paid automatically into its bank account. There was no transaction fee to be paid and Council staff did not have to process the payments. Cllr Venner said it was very encouraging that the Community Centre had generated £1672 in July and thanked all involved. The Deputy Clerk told the meeting that bookings of the Community Centre were now set to bring in over £2,000 per month.

The Committee noted the Income Report.

1220 TO RECEIVE A VERBAL REPORT REGARDING BANK RECONCILIATIONS FOR THE PERIOD ENDED JULY 2021

Cllr C Palmer said the bank reconciliations had not yet been carried out but would be done soon.

1221 TO NOTE THE ACTIONS LOG

Cllr Venner noted that Item 17, about reviewing investments as part of the Budget process, was 12 months overdue and needed to be moved forward. The Deputy Clerk said he

would look into this. He also told the Meeting that item 48, to install CCTV on the Summerland Place toilet block, was due to be carried out the following day.

1222 TO AGREE THE PURCHASE OF A RIDE-ON LAWNMOWER

Councillors had seen a report on the proposed purchase of a small ride-on mower. The Deputy Clerk said he had researched the possibility of having an electric mower but, quite apart from the cost of about £10,500, the only suitable electric mowers needed a long charge and then ran for only 2-2.5 hours. The Amenities Team would find this impossible to work with. There did not seem to be any hybrid machines either. Cllr Malin was pleased to see that the machine selected would be supplied at a good price and from a local dealer.

Proposed: Cllr Malin

Seconded: Cllr Lawton

Agreed with all in favour that Council purchase the smaller ride-on mower from the local dealer, the cheapest of the quotes obtained.

1223 TO AGREE A REVIEW OF COUNCIL'S POLICIES

The Clerk told the Meeting that Council seemed to have 44 policies, some going back to 2011. She said the list needed to be reviewed and that some policies were probably no longer relevant to the Council. She suggested that she and the Deputy Clerk take advice from SALC about what policies were needed, such as Standing Orders and Financial Regulations, and which HR policies were really necessary.

Cllr Malin agreed with approaching SALC to recommend the best practice where policies were concerned and said he was against altering the wording of policies recommended by SALC.

The Clerk questioned the number of HR Policies and whether they could be incorporated into one policy. Cllr A Kingston-James confirmed that there were four existing HR policies which could be combined into one.

The Clerk said she and the Deputy Clerk would go through the policies, take advice from SALC and come back to Full Council at the end of the month. Cllr Palmer felt this should be addressed by Full Council rather than Finance & Staffing Committee.

Proposed: Cllr C Palmer

Seconded: Cllr Malin

Agreed with all in favour to recommend to Full Council a review of Council Policies once the Clerk and Deputy Clerk have sought appropriate advice from SALC.

1224 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr C Palmer

Seconded: Cllr A Kingston-James

Resolved with all in favour to exclude the Press and Public to discuss staffing matters.

Cllr C Palmer thanked those watching on Facebook.

The Public Meeting ended at 7.58 pm.