



MINEHEAD TOWN COUNCIL

MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING

held on Monday 7 October 2019

at the Council Offices: 3 Summerland Road, Minehead at 7.30pm

The Meeting was digitally recorded

Present: Chair: Cllr T Venner*
Councillors: Cllr T Bloomfield, Cllr N Hercock, Cllr A Kingston-James,
Cllr A Lawton, Cllr J Malin, Cllr B Mandley, Cllr C Palmer*,
Cllr D Prosser, Cllr S Slade (Mayor), Cllr P Bolton* (Deputy Mayor)
(denotes Somerset West and Taunton District "SWaT" Councillor)*

Councillor Present: Cllr S Heard

Officers in Attendance: Mrs J Notley – Notetaker

Members of the press and public: 0 members of the public
0 members of the press

223 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN
[LGA 1972 s85 \(1\)](#)
All the Committee were present.

224 TO RECEIVE COUNCILLORS' DECLARATIONS OF INTEREST
[In accordance with the provisions of the Localism Act 2011 in respect of members](#)
To receive and record any Declarations of Interest in respect of any matters included on the Agenda for consideration at this Meeting.

Member	Item	Interest	Time Period	Speak/Vote
Cllr P Bolton	All	SWaT Councillor	2019	Stayed in the room, spoke and voted
Cllr C Palmer	All	SWaT Councillor	2019	Stayed in the room, spoke and voted
Cllr T Venner	All	SWaT Councillor	2019	Stayed in the room, spoke and voted

(a) **Dispensations**

There were no requests for Dispensations.

225 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION

There were no members of the public present.

226 TO AUTHORISE CHEQUES FOR PAYMENT (PAPERS HAD BEEN CIRCULATED)

- (i) To approve payments under £1,000

There had been no urgent payments. Councillors queried whether there were any plans to recoup the spending on the refurbished old ticket office (cheques 8 and 9) but none were planned. Cllr Venner acknowledged that personal credit cards should not be used for Town Council purchases, but it would occasionally be necessary until a Town Council credit card had been arranged (cheque 14).

Proposed by Cllr Venner, seconded by Cllr Prosser and unanimously agreed that the payments under £1,000 were approved for payment

- (ii) To recommend to Full Council payments over £1,000

Cllr Venner said he would check when was the peak period during which extra toilet cleaning had been necessary (cheque no 16). Cllr C Palmer suggested that a more sustainable method of autumn planting could be considered, such as permanent planting.

Proposed by Cllr Venner, seconded by Cllr Palmer and unanimously agreed that the payments over £1,000 were recommended to Full Council for approval

227 TO APPROVE BANK RECONCILIATIONS FOR THE PERIOD ENDED 30 SEPTEMBER 2019

Payments to the end of August had been signed off by Cllr Bolton. He could not sign off the September payments as a bank statement was awaited. This will need to go to Full Council at the end of October.

Proposed by Cllr Slade, Seconded by Cllr Prosser and unanimously agreed to (a) approve the bank reconciliation for the period ending 31 August 2019 and (b) to send the bank reconciliation for the period ending 30 September 2019 to Full Council on 29 October 2019.

228 TO NOTE THE SANTANDER AND CIL ACCOUNTS HAVE BEEN CHECKED

Cllr Venner confirmed to Council that both accounts had been checked by Cllr Bolton and that the Santander account was now completely closed and the CIL account had approximately £500,000 in it.

229 TO APPROVE LIST OF REGULAR PAYMENTS IN ACCORDANCE WITH THE REQUIREMENTS OF FINANCIAL REGULATION 5.6 (PAPERS HAD BEEN CIRCULATED)

Proposed by Cllr Venner, seconded by Cllr Malin and agreed unanimously to approve the list of regular payments.

230 TO APPROVE DIRECT DEBIT PAYMENTS BETWEEN 1 AUGUST 2019 AND 31 AUGUST 2019 (PAPERS HAD BEEN CIRCULATED)

Cllr Venner confirmed that the £35 bank charge was an agreed monthly charge rather than a charge per transaction. The cost was very similar in most months but at times the monthly charge was cheaper.

Proposed by Cllr Venner, seconded by Cllr Bloomfield and agreed unanimously to approve direct debit payments made between 4 July and 31 July 2019.

In response to queries from Councillors Cllr Venner said he would check to see if there was a better deal available for the supply broadband and telephone.

Proposed by Cllr Venner, seconded by Cllr Palmer and agreed unanimously to approve direct debit payments made between 5 August and 30 August 2019.

231 TO RECOMMEND TO FULL COUNCIL APPROVAL OF PAYMENTS VIA ONLINE BANKING

Proposed by Cllr Venner, seconded by Cllr Prosser and agreed unanimously to recommend to Full Council making payments via online banking

Proposed by Cllr Venner, seconded by Cllr Bloomfield and agreed unanimously to carry out agreed follow-up actions:

- (a) write to SWaT informing them of the suspension of payments for beach cleaning and CCTV cameras; and***
- (b) write to Somerset Cleaning Services informing it of Council's decision to write off its debt***

232 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed by Cllr Venner, seconded by Cllr Kingston-James and agreed unanimously to exclude members of the press and public.

233 CONFIDENTIAL ITEMS

The Meeting closed at 8.06 pm.