



MINEHEAD TOWN COUNCIL

MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING

held on Monday 9 September 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 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)*

Officers in Attendance: Ms J Bashford – Town Clerk
Mrs M Swallow – Notetaker

Councillor in Attendance: Cllr M Palmer

Members of the press and public: 2 members of the public
0 members of the press

167 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN
[LGA 1972 s 85 \(1\)](#)

Apologies were noted and approved from Cllr J Malin and Mr B Howe (Deputy Clerk and Responsible Finance Officer).

168 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**

Dispensation for a cheque payment (Item 14 on the Payments Schedule) to Cllr Slade was discussed and agreed during Minute 170 (i).

169 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION

Paul Matcham from Minehead Youth Club provided Councillors with a positive and enthusiastic update of developments and progress within the Club.

Various trips and activities took place during the Summer, including football workshops. Mr Matcham was also pleased to report a developing link with Butlins.

Attendance is healthy, with 45 young people attending the session that evening, and it is estimated that attendee numbers will increase during the Autumn/Winter months.

170 TO AUTHORISE CHEQUES

Firstly, item 1 on the Payments Schedule for a phased payment to the builders of the Community Building was explained to the Committee by the Chair. ***It was Proposed by Cllr Venner that this urgent payment be approved. This Proposal was Seconded by Cllr Slade and unanimously agreed.***

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

Following discussion, it was agreed that payment of items 2 to 17 should be recommended for Full Council's approval - with the exception of items 8, 9 and 16. Item 8 to be referred separately for Full Council approval, item 9 requires the payee's details to be amended before approval and item 16, Cllr Slade asked to be removed from the Schedule as she will personally pay for this item.

Proposed by Cllr Venner, Seconded by Cllr Prosser and unanimously agreed.

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

There were no payments to approve.

171 TO APPROVE BANK RECONCILIATIONS FOR THE PERIOD ENDED 31 AUGUST 2019

Due to the recent resignation of the Financial Officer, no update was available. ***This item is consequently to be referred to the next Full Council Meeting. Proposed by Cllr Venner, Seconded by Cllr Mandley and unanimously agreed.***

172 TO APPROVE THE LIST OF REGULAR PAYMENTS IN ACCORDANCE WITH THE REQUIREMENTS OF FINANCIAL REGULATION 5.6

Due to the recent resignation of the Financial Officer, no update was available. ***This item is consequently to be referred to the next Full Council Meeting. Proposed by Cllr Venner, Seconded by Cllr Mandley and unanimously agreed.***

173 TO APPROVE DIRECT DEBIT PAYMENTS BETWEEN 1 JULY 2019 AND 31 JULY 2019 (THIS WAS INCORRECTLY STATED AS "1 JULY 2019 AND 31 AUGUST 2019" ON THE AGENDA)

It was Proposed by Cllr Venner that these should be approved and recommended to Full Council for approval – with the current exception of items 8, 22 and 31. Seconded by Cllr Bloomfield and unanimously agreed.

174 TO RECOMMEND THAT FULL COUNCIL APPROVE PAYMENTS VIA ONLINE BANKING, SUBJECT TO FINANCIAL REGULATIONS BEING AMENDED AND APPROVED BY FULL COUNCIL

Proposed by Cllr Venner, Seconded by Cllr C Palmer and unanimously agreed.

175 TO RECOMMEND TO FULL COUNCIL THAT THE FOLLOWING PAYMENTS BE SUSPENDED PENDING ANY NEW SERVICE BEING ESTABLISHED:

(i) *A Payment of £3,000 per annum (previously made to West Somerset District Council) in relation to Beach Cleaning*

Chair of the Committee Cllr Venner explained that no Service Level Agreement had been located in Minehead Town Council Offices and consequently it is felt this payment should be suspended until Minehead Town Council's role can be clarified.

Proposed by Cllr Venner, Seconded by Cllr Mandley and unanimously agreed that this be taken to Full Council for approval.

(ii) *Payment of £3,500 per annum (previously made to West Somerset District Council) in relation to the maintenance of the CCTV system within Minehead*

The requested accounts and agreements relating to the CCTV system have not been received from Richard Lillis (member of the Voluntary CCTV Team).

Proposed by Cllr Venner and Seconded by Cllr Mandley that payment be suspended until the appropriate documentation is produced, and Full Council to approve this action. This was unanimously agreed.

176 TO RECOMMEND TO FULL COUNCIL A BUDGET FOR THE PURCHASE OF A WOODCHIPPER FOR USE BY THE AMENITIES TEAM IN ACCORDANCE WITH PRIORITY 7 "MAKE MINEHEAD A GREEN TOWN"

It was Proposed by Cllr Venner that this item should firstly be discussed by the Amenities and Environment Committee at their Meeting on Tuesday 10 September and following this to be considered by the Finance and Staffing Committee at and their next Meeting. Subsequently to be referred for approval by Full Council. This was Seconded by Cllr Kingston-James and unanimously agreed.

177 CONFIDENTIAL ITEMS

The Meeting closed at 8.20 pm.