

**Minutes of the Finance & Staffing Committee held on Monday 21<sup>st</sup> August 2017 in the Committee Room Town Hall, Windmill Lane, Northam at 10.00am**

**Present:** Cllrs Sherborne (Chairman), Brading, Durkin, Edwards (from minute 1708/374), Hames, Himan, Miller and Tisdale

**In attendance:** Mrs M J Mills – Town Clerk  
Cllr Leather, Cllr Eastman

**1708/367 Apologies**

Apologies were received from Cllr Berryman.

**1708/368 Chairman's announcements**

The Town Clerk advised that the only changes to the grant application form was the date, Members were happy to proceed.

**1708/369 Declarations of interest**

Members were reminded that all interests must be declared prior to the item being discussed.

**1708/370 To agree the agenda between Part A and Part B (confidential information)**

It was **resolved** to agree the agenda between Part A and Part B.

Proposed: Cllr Miller, Seconded: Cllr Tisdale (all in favour)

**1708/371 To confirm and sign the minutes of the meeting held 17<sup>th</sup> July 2017 as a correct record**

It was **resolved** to confirm and sign the minutes of the meeting held 17<sup>th</sup> July 2017 as a correct record.

Proposed Cllr Durkin, Seconded: Cllr Brading (majority in favour, three abstentions not present at the meeting)

**1708/372 Action Points**

It was **agreed** to note the Action Points

**1708/373 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*

No members of the public were present.

At this juncture, Cllr Edwards arrived at the meeting.

**1708/374 To consider invoices for payment and financial reports**

It was **resolved** to accept the invoices for payment and the financial statements, including transfers from projects reserves to Windmill Lane Allotments £2500, £3179 from projects reserve, to Anchor Park improvements and £5000 from Council Tax support grant reserves to the Neighbourhood Plan. Budget at Northam Hall will be monitored before any transfers from reserves are made. No charge will be made to the May Fair budget for hours worked by staff this year. Also, to write to TDC seeking a contribution towards the recent purchase of blinds and seeking attention to the Chamber windows.

Proposed Cllr Sherborne, Seconded: Cllr Brading (all in favour)

**Action Points - Write to TDC and complete necessary transfers**

**1708/375 To consider a review of policies**

It was **noted** security measures are now in place for the key cabinet and documents.

**1708/376 To consider a review of Financial Regulations**

It was **agreed** that the Town Clerk will highlight the changes and this will be on the next Finance agenda.

***Action Points - Town Clerk to highlight changes to Financial Regulations and place agenda item on next meeting.***

DRAFT

There being no further business the meeting closed at 10.45 a.m.

Signed..... Dated .....

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