

Minutes of the Finance & Staffing Committee held on Monday 19th February 2018 in the Committee Room Town Hall, Windmill Lane, Northam at 10.00am

Present: Cllrs Sherborne (Chairman), Berryman, Durkin, Himan and the Mayor ex-officio

In attendance: Mrs M J Mills – Town Clerk

1802/1150 Apologies

Apologies were received from Cllrs Edwards, Miller and Tisdale

1802/1151 Chairman's announcements

There were none.

1802/1152 Declarations of interest

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

1802/1153 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 Berryman , Seconded: Cllr Brading (all in favour)

1802/1154 To confirm and sign the minutes of the meeting held 29th January 2018 as a correct record

It was **resolved** to confirm and sign the minutes of the meeting held 29th January 2018 as a correct record.

Proposed: Cllr Brading, Seconded: Cllr Berryman (majority in favour 1 abstention not present at the meeting)

1802/1155 Action Points

There were no action points from the last meeting

1802/1156 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.

1802/1157 To consider invoices for payment and financial reports

It was **resolved** to accept the invoices for payment and the financial reports. A breakdown of code 196 was requested for the next meeting, and costings for card machines.

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

It was further **resolved** to move the balance from the civic reception to civic expenses.

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

Action Points- Town Clerk to provide a breakdown of code 196 and costings for card machines.

There being no further business the meeting closed at 10.24 am

Signed..... Dated

DRAFT