

**Minutes of the Finance & Staffing Committee held on Monday 19<sup>th</sup> June 2017 in the Committee Room Town Hall, Windmill Lane, Northam at 10.00am**

**Present:** Cllrs Sherborne (Chairman), Berryman, Brading, Durkin, Edwards from minute 1706/158, Hames, Miller, and Tisdale

**In attendance:** Mrs M J Mills – Town Clerk

**1706/155 Apologies**

Apologies were received from Cllr Himan.

**1706/156 Chairman's announcements**

The Town Clerk advised that a letter had been received from SWW about de-regulation. Members were happy to remain with SWW at the present time.

**1706/157 Declarations of interest**

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

Cllr Edwards arrived at the meeting

**1706/158 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 Tisdale, Seconded: Cllr Brading (all in favour)

**1706/159 To confirm and sign the minutes of the meeting held 22<sup>nd</sup> May 2017 as a correct record**

It was **resolved** to confirm and sign the minutes of the meeting held 22<sup>nd</sup> May 2017 as a correct record after accepting Cllr Tisdale's apologies which had been received too late for inclusion.

Proposed: Cllr Brading, Seconded: Cllr Berryman (majority in favour 2 abstentions not present at the previous meeting)

**1706/160 Action Points**

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

Members agreed a donation to the Army Cadet Force as a thank you to them, for supplying the Mayor's Cadet for 2016-17. The sum agreed was £100 for training purposes.

**Action point - prepare a payment of £100**

**1706/161 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.

**1706/162 To consider invoices for payment and financial reports (herewith)**

- **To include the asset register** (sent previously with Annual Town Council agenda)
- **Mayors Charity reconciliation**
- **Manor Pass reconciliation**

It was **resolved** to accept the invoices for payment and the financial statements  
Proposed Cllr Sherborne, Seconded Cllr Berryman (all in favour)

- 1706/163**      **To consider staff training for the Scribe accounts package (Cllr Brading)**  
Cllr Brading advised that following discussions with staff, additional training is not needed.
- 1706/164**      **To consider an alternative accounts package following discussions with the internal auditor**  
It was **resolved** not to seek an alternative package. The Town Clerk will seek the best price from the current supplier at renewal time.  
Proposed Cllr Brading, seconded: Cllr Sherborne (all in favour)  
**Action Point - Town Clerk to seek best value at renewal**
- 1706/165**      **To receive an update on the employment of a Community Warden**  
It was **resolved** to seek information from both Torridge District Council and Devon County Council with regard to the administration of fixed penalty notices.  
Proposed Cllr Miller, Seconded: Cllr Tisdale (all in favour)  
**Action Point - Town Clerk to seek information from TDC and DCC.**
- 1706/166**      **To receive an update on the employment of an apprentice**  
It was **resolved** that a comprehensive document be produced for a future meeting, detailing what work an apprentice could do, what training was required and available. Also, the current workload of the Maintenance Men and their ability to assist with training.  
Proposed: Cllr Tisdale, Seconded: Cllr Hames (all in favour)  
**Action Point - Cllr Brading to prepare a report for a future meeting**
- 1706/167**      **To receive the information to be submitted to the external auditors, following resolution at Full Council (herewith)**  
It was **resolved** to recommend to Full Council that the information to be supplied to the external auditors be approved.  
Proposed: Cllr Sherborne, Seconded: Cllr Miller (all in favour)  
**Action Point - Town Clerk to place recommendation on Full Council**

**PART B**

There being no further business the meeting closed at 11.05 a.m.

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

DRAFT